

POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22035, October 19, 2000

CONTENTS

The *Postal Bulletin* is also available on the World Wide Web at <http://www.usps.com/cpim/ftp/bulletin/pb.htm> for customers and at <http://blue.usps.gov> for employees.

Child Alert Program	
Missing Children Posters	3
Customer Relations	
Mail Alert	7
Domestic Mail	
DMM Revision: Minimum Volumes for Permit Imprint Mailings	8
DMM Revision: Parcel Post ZIP Code Changes	9
DMM Correction: Parcel Post ZIP Codes	9
DMM Revision: Reduced Pallet Height for Fairbanks and Anchorage, AK	10
Reminder: Free Mail Program for Members of the Armed Forces	10
Operation DEAR ABBY Mail for Members of the Armed Forces	11
POM Revision: Political Campaign Mail: An Important Trust	12
DMM Revision: Business Reply Mail	17
APO/FPO Changes	28
Overseas Military Mail	28
Finance	
Handbook F-1 Revision: Main Stock and Unit Reserve Stock Count Results	39
Timekeeping for Rural Carrier Work on November and December Relief Days	39
Rural Carrier X Day Balance	40
Fraud Alert	
Foreign Order No. 445	41
Withholding of Mail Orders	42
Domestic Orders	42
Missing, Lost, or Stolen U.S. Money Order Forms	43
Missing, Lost, or Stolen Canadian Money Order Forms	47
Counterfeited Canadian Money Order Forms	49
800 Number Available to Verify Canadian Money Orders	49
Invalid Express Mail Corporate Account Numbers	50
International Mail	
ICM Update: International Customized Mail	53
Philately	
New Books: Three New Publications From the Postal Service	54
Update: <i>Space Achievement and Exploration</i> Commemorative Stamps and Uncut Press Sheet	54
Pictorial Cancellations Announcement	55
Special Cancellation Die Hubs	62

Post Offices	
Thanksgiving Day Poster	63

Postal Employees	
Health Benefits Open Season	65
Thrift Savings Plan Fact Sheet	67
2000 to 2001 Leave Year Annual Leave Carryover	69

Purchasing and Materials	
Clarification: Business Card Ordering Program	71

Retail	
All IRT, WRU, and Debit/Credit Card Offices: Setting Clocks for Standard Time	71
All Postmasters, Customer Service Supervisors, and Retail Sales Associates of FIRSTCLASS PHONECARD Offices: Customer Service Policy Change for FIRSTCLASS PHONECARDS	72
Reminder: Postage Evidencing — Information Based Indicia	73
Items Authorized for Sale in Self Service Vending Machines	73
Correction: Meter Resetting Keys	74
What's in Store: Your Retail Calendar	77

Postal Bulletin Index	
Semiannual Index	PB 22028 (7-13-00)

Ordering Information: Following is the list of postal stock numbers (PSNs) to use when ordering copies of the *Postal Bulletin* from the MDCs:

PB 22035: 7690-04-000-5642	PB 22021: 7690-04-000-5628
PB 22034: 7690-04-000-5641	PB 22020: 7690-04-000-3999
PB 22033: 7690-04-000-5640	PB 22019: 7690-04-000-3998
PB 22032: 7690-04-000-5639	PB 22018: 7690-04-000-3997
PB 22031: 7690-04-000-5638	PB 22017: 7690-04-000-3996
PB 22030: 7690-04-000-5637	PB 22016: 7690-04-000-3995
PB 22029: 7690-04-000-5636	PB 22015: 7690-04-000-3994
PB 22028: 7690-04-000-5635	PB 22014: 7690-04-000-3993
PB 22027: 7690-04-000-5634	PB 22013: 7690-04-000-3992
PB 22026: 7690-04-000-5633	PB 22012: 7690-04-000-3991
PB 22025: 7690-04-000-5632	PB 22011: 7690-04-000-3990
PB 22024: 7690-04-000-5631	PB 22010: 7690-04-000-3989
PB 22023: 7690-04-000-5630	PB 22009: 7690-04-000-3988
PB 22022: 7690-04-000-5629	PB 22008: 7690-04-000-3987

The *Postal Bulletin* is published biweekly; information is effective for one year unless it changes a permanent directive or unless otherwise specified.



This page intentionally left blank

Child Alert Program

October 2000

Have You Seen Any of These Children?

Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing children, tell your postal supervisor.



Patrick Mello
 Age Progression to 18 Years
 Born: 8-5-81
 Date Missing: 7-28-95
 Missing From: Needles, CA



Danielle Conner
 Age Progression to 19 Years
 Born: 12-3-79
 Date Missing: 10-26-95
 Missing From: Littleton, CO



Alison Abdul
 Born: 12-22-91
 Date Missing: 8-18-00
 Missing From: Streamwood, IL



Julia Bacon
 Born: 1-22-94
 Date Missing: 3-20-00
 Missing From: Whitehall, PA



Peter Bacon
 Born: 9-24-92
 Date Missing: 3-20-00
 Missing From: Whitehall, PA



Amira Mubarak
 Born: 8-30-99
 Date Missing: 8-5-00
 Missing From: Manhattan, NY

**Please call the National Center for Missing and Exploited Children
 Hot Line 1-800-843-5678
 TDD 1-800-826-7653**

Missing Children Poster Display Instructions

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations, and branches. Operators of contract postal units may display this poster at their option.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by NCMEC.

In addition to *Postal Bulletin* updates, NCMEC distributes information via broadcast fax. Notification of newly reported missing children is sent to designated district "Missing Children" coordinators at fax numbers provided by district managers. Within 24 hours of receipt of a facsimile Missing Children poster, district coordinators should distribute copies to all postal facilities in their districts. Missing Children posters are to be displayed for 30 days in post office lobbies, workroom floor areas, and other postal facilities, unless notification is received (from NCMEC) to remove a particular poster sooner. The broadcast fax network is used to distribute posters and information in only the most urgent cases of missing and exploited children. This system supplements, but does not replace, the missing children information in this *Postal Bulletin*.

Missing Children posters are available to the U.S. Postal Service only as described above. If postal employees are contacted by individuals or local agencies about displaying a sign or poster of a missing child in local post offices, the individual or agency should be politely informed that the U.S. Postal Service displays only those posters provided by NCMEC, because it has been designated by the U.S. Department of Justice to be the national clearinghouse and resource center for missing and exploited children. The individual or agency should then be referred to NCMEC at 1-800-843-5678.

October 2000

Have You Seen Any of These Children?

Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing children, tell your postal supervisor.



Alessa Ruiz
 Born: 8-1-95
 Date Missing: 5-12-00
 Missing From: Los Angeles, CA



Rodney Williams
 Born: 3-17-89
 Date Missing: 5-29-00
 Missing From: Raymond, OH



Mistie Murray
 Born: 10-28-78
 Date Missing: 6-1-95
 Missing From: Goderich, Canada



Daniel Higgins
 Born: 1-6-78
 Date Missing: 3-17-95
 Missing From: Pickering, Ontario, Canada



Marco Cadenas
 Born: 12-13-84
 Date Missing: 5-11-94
 Missing From: Miami, FL



Rene Romero
 Born: 11-29-89
 Date Missing: 11-28-94
 Missing From: Reno, NV



Tiffany Ball
 Born: 11-1-85
 Date Missing: 8-30-00
 Missing From: Yukon, OK

**Please call the National Center for Missing and Exploited Children
 Hot Line 1-800-843-5678
 TDD 1-800-826-7653**

Missing Children Poster Display Instructions

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations, and branches. Operators of contract postal units may display this poster at their option.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by NCMEC.

In addition to *Postal Bulletin* updates, NCMEC distributes information via broadcast fax. Notification of newly reported missing children is sent to designated district "Missing Children" coordinators at fax numbers provided by district managers. Within 24 hours of receipt of a facsimile Missing Children poster, district coordinators should distribute copies to all postal facilities in their districts. Missing Children posters are to be displayed for 30 days in post office lobbies, workroom floor areas, and other postal facilities, unless notification is received (from NCMEC) to remove a particular poster sooner. The broadcast fax network is used to distribute posters and information in only the most urgent cases of missing and exploited children. This system supplements, but does not replace, the missing children information in this *Postal Bulletin*.

Missing Children posters are available to the U.S. Postal Service only as described above. If postal employees are contacted by individuals or local agencies about displaying a sign or poster of a missing child in local post offices, the individual or agency should be politely informed that the U.S. Postal Service displays only those posters provided by NCMEC, because it has been designated by the U.S. Department of Justice to be the national clearinghouse and resource center for missing and exploited children. The individual or agency should then be referred to NCMEC at 1-800-843-5678.

Customer Relations

Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Operations at 800-419-2769 at least one month preceding the requested delivery dates. The

Postal Service also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at <http://www.ribbs.usps.gov/files/advance/ADVTECH.PDF> or contact the National Customer Support Center at 800-458-3181.

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Hallmark Gold Crown Holiday 2000 Snowman Platter	Standard A/ Flat	10/23–11/9	12.8	Nationwide	CarRt, 3/5-Digit, Basic, Barcoded	Quebecor World, Bensenville, IL
JC Penney Salon Haircut Offer	Standard A/ Postcard	10/25–10/27	1.0	Nationwide	CarRt	Harte-Hanks
Sally Beauty Supply	Standard A/ Letter	10/28–10/31	2.5	Nationwide	CarRt, 3/5-Digit	Compass Print and Mail Services, Dallas, TX
JC Penney Holiday Home Sale	Standard A/ Catalog	10/28–11/2	10.0	Nationwide	CarRt	RR Donnelley
The Sportsman's Guide November X-mas Sale	Standard A/ Catalog	10/30–11/1	3.0	Nationwide	CarRt, 3/5-Digit	Quad Graphics, Lomira, WI
The Sportsman's Guide November Intro Pricing	Standard A/ Catalog	10/30–11/1	2.6	Nationwide	CarRt, 3/5-Digit	Quad Graphics, Lomira, WI
JC Penney Biggest Sale of Them All	Standard A/ Letter	10/30–11/1	13.5	Nationwide	CarRt	Harte-Hanks
JC Penney Biggest Sale of Them All	Standard A/ Postcard	10/30–11/1	6.0	Nationwide	CarRt	Harte-Hanks
Service Merchandise Diamond Sale	Standard A/ Flat	10/30–11/1	5.0	Nationwide	3/5-Digit	RR Donnelley, Lynchburg, VA
Eddie Bauer November Home	Standard A/ Flat	10/30–11/1	1.8	Nationwide	CarRt, 3/5-Digit	RR Donnelley, Warsaw, IN
Eddie Bauer Holiday Prospect	Standard A/ Flat	10/30–11/1	2.5	Nationwide	CarRt, 3/5-Digit	RR Donnelley, Warsaw, IN
Billy Graham DECISION Magazine	Standard A/ Flat	10/30–11/3	1.2	Nationwide	CarRt, 3/5-Digit	Minneapolis, MN; 8" x 10 5/8", 44-page magazine
The Territory Ahead Christmas 1	Standard A/ Flat	11/1–11/3	2.8	Nationwide	CarRt, 3/5-Digit	RR Donnelly, Lancaster, PA; 72 pages
San Francisco Music Box Holiday 2	Standard A/ Flat	11/1–11/6	1.1	Nationwide	CarRt, 3/5-Digit	Banta Catalog, Maple Grove, MN
The Home Depot	Standard A/ Flat	11/2–11/4	13.0	Nationwide	Walk Sequence	American Color Graphics, Pittsburg, CA; Lufkin, TX; Marengo, IA; Sylacauga, AL; York, PA
JC Penney The Gift Shop	Standard A/ Catalog	11/4–11/9	11.7	Nationwide	CarRt	RR Donnelley
Service Merchandise Photo and Travel Sale	Standard A/ Flat	11/6–11/7	4.0	Nationwide	3/5-Digit	RR Donnelley, Spartanburg, SC
JC Penney Pre-Holiday Sale	Standard A/ Postcard	11/6–11/8	17.0	Nationwide	CarRt	Harte-Hanks
JC Penney Holiday Jewelry Sale	Standard A/ Flat	11/6–11/8	7.4	Nationwide	CarRt	Harte-Hanks
JC Penney Holiday Gift Guide	Standard A/ Letter	11/6–11/8	6.0	Nationwide	CarRt	Harte-Hanks

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
JC Penney Holiday Fragrance	Standard A/ Letter	11/6–11/8	1.0	Nationwide	CarRt	Harte-Hanks
The Swiss Colony	Standard A/ Catalog	11/6–11/9	12.3	Nationwide	CarRt, 3/5-Digit, Basic, Barcoded	Quad Graphics, Lomira, WI; 9 1/4" x 6 1/2" catalog has a die-cut cover and a personalized (address) underwrap
Seventh Avenue	Standard A/ Catalog	11/6–11/9	1.5	Nationwide	CarRt, 3/5-Digit, Basic, Barcoded	Quad Graphics, Lomira, WI; 9 1/4" x 6 1/2" catalog has a die-cut cover and a personalized (address) underwrap
JC Penney Home for the Holidays	Standard A/ Letter	11/7–11/9	2.5	Nationwide	CarRt	Harte-Hanks
JC Penney Fall Winter Clearance	Standard A/ Catalog	11/9–11/11	4.0	Nationwide	CarRt	Perry Judd

— Business Service Network Operations, Sales, 10-19-00

Domestic Mail

DMM REVISION

Minimum Volumes for Permit Imprint Mailings

Effective November 2, 2000, *Domestic Mail Manual* (DMM) P040.5.1 is revised to add an exception to the permit imprint minimum volume requirement. Under limited circumstances, the 200 piece/50 pound minimum volume requirement may not need to be met for permit imprint mailings submitted under the terms of an approved manifest mailing system agreement with a minimum volume reduction provision that has been approved by a PCES sales manager.

These changes will be included in the monthly update of the online DMM available via Postal Explorer (<http://pe.usps.gov>) and will appear in the printed version of DMM Issue 56.

Domestic Mail Manual (DMM)

* * * * *

P Postage and Payment Methods

P000 Basic Information

* * * * *

P040 Permit Imprints

* * * * *

5.0 MAILINGS

5.1 Minimum Quantity

Permit imprint mailings must contain at least 200 pieces or 50 pounds, except:

* * * * *

[Add new item d as follows:]

- d. Single-piece rate manifested mailings submitted under the terms of an approved manifest mailing system agreement with a minimum volume reduction provision.

* * * * *

— Mail Preparation and Standards, Pricing and Product Design, 10-19-00

DMM REVISION

Parcel Post ZIP Code Changes

Effective October 19, 2000, *Domestic Mail Manual* (DMM) E652 Exhibit 8.0 is amended to delete a ZIP Code for Parcel Post. Parcel Post for ZIP Code 10458 should now be deposited as directed by the Drop Shipment Product (Fordham Post Office at 465 E. 188 Street, New York) in order to qualify for destination delivery unit rates.

This revision will appear in the next printed version of the DMM and will be included in the November 2 update of the online DMM available via Postal Explorer (<http://pe.usps.gov>).

Domestic Mail Manual (DMM)

E	Eligibility	*	*	*	*	*
E600	Standard Mail	*	*	*	*	*
E650	Destination Entry	*	*	*	*	*

E652	Parcel Post	*	*	*	*	*
8.0	DELIVERY FACILITIES DIFFERENT FROM THOSE IN THE DROP SHIPMENT PRODUCT	*	*	*	*	*

Exhibit 8.0 Delivery Facilities Different From Those in the Drop Shipment Product

[Amend Exhibit 8.0 by deleting the following entry:]

ZIP Codes Served	Destination Delivery Unit Location
NEW YORK 10458	Bronx, Tremont Station, 575 E Tremont Avenue, Bronx, NY 10457-9998

— *Operational Requirements, Operations Planning and Processing, 10-19-00*

DMM CORRECTION

Parcel Post ZIP Codes

Effective October 19, 2000, *Domestic Mail Manual* (DMM) E652 Exhibit 7.0 is amended to add a ZIP Code to the Parcel Post exception list.

This revision will appear in the next printed version of the DMM and will be included in the November 2 update of the online DMM available via Postal Explorer (<http://pe.usps.gov>).

Domestic Mail Manual (DMM)

	*	*	*	*	*
E	Eligibility	*	*	*	*
E600	Standard Mail	*	*	*	*
E650	Destination Entry	*	*	*	*

E652	Parcel Post	*	*	*	*	*
7.0	DELIVERY FACILITY EXCEPTIONS TO THE "MAJORITY OF CITY CARRIERS" RULE	*	*	*	*	*

Exhibit 7.0 Delivery Facility Exceptions to the "Majority of City Carriers" Rule

[Amend Exhibit 7.0 by adding the following entry:]

ZIP Code	Facility Name
NEW YORK 14586	Henrietta

* * * * *

— *Operational Requirements, Operations Planning and Processing, 10-19-00*

DMM REVISION

Reduced Pallet Height for Fairbanks and Anchorage, AK

Effective November 2, 2000, the maximum pallet height (mail and pallet combined) for Periodicals, Standard Mail (A), and Standard Mail (B) entered at Anchorage and Fairbanks, Alaska, is reduced from 77 inches to 72 inches. Because most Periodicals, Standard Mail (A), and Standard Mail (B) mail in Alaska is transported by air due to prevailing operating conditions, mail must be prepared to facilitate air transportation. Pallets that are between 72 and 77 inches high do not satisfy this requirement, although heights within this range are currently permitted under *Domestic Mail Manual* (DMM) standards.

The problem is that pallets between 72 and 77 inches high do not fit through aircraft doors, forcing Alaskan air carriers to re-stack the pallets. To remedy this situation, the Postal Service is lowering the maximum height to 72 inches. The change will allow mail on pallets to be shipped as originally prepared, eliminating the risk of mail damage or delay caused by additional handling when loading and unloading aircraft.

These revisions will appear in the online DMM available via Postal Explorer (<http://pe.usps.gov>) in the printed version of DMM Issue 56.

Domestic Mail Manual (DMM)

*	*	*	*	*
M	Mail Preparation and Sortation			
M000	General Preparation Standards			
*	*	*	*	*
M040	Pallets			
*	*	*	*	*

M041 General Standards

* * * * *

3.0 STACKING PALLETS

[Amend 3.1f to read as follows:]

3.1 Stacking Up to Four Tiers

Pallets may be stacked two, three, or four tiers high if:

* * * * *

- f. The combined height of the stacked pallets and their loads does not exceed 84 inches. Exception: Pallets prepared for entry at Anchorage and Fairbanks, Alaska, may not measure more than 72 inches in height, mail and pallet combined.

* * * * *

5.0 PREPARATION

* * * * *

5.5 Maximum Load

* * * * *

[Add new last sentence to 5.5 to read as follows:]

***Exception: A single pallet that is prepared for entry at Anchorage or Fairbanks, Alaska, has a maximum height of 72 inches, mail and pallet combined.

* * * * *

— *Mail Preparation and Standards, Pricing and Product Design, 10-19-00*

REMINDER

Free Mail Program for Members of the Armed Forces

All employees who handle and deliver mail should be aware of the military free mail privilege in which mail as described below is processed and delivered without postage. For such mail, employees must not collect postage upon delivery or return mail to the sender for postage.

Personnel authorized this privilege may mail, without postage, letters, postcards, and sound recordings (audio-tapes and videotapes) having the character of personal correspondence to any place in the United States, its possessions or territories, or any military post office (APO/FPO).

Free mail must have a complete APO or FPO return address, the word "Free" in the upper-right corner with an APO or FPO postmark, and a complete delivery address. Free mail may not be registered, insured, or certified.

Under the provisions of Section 3401 (a)(1) of Title 39, U.S.C., and pursuant to Executive Order 12556, dated April 16, 1986, the Secretary of Defense has authorized free mail privileges for members of the United States Armed Forces and designated civilians directly supporting military operations in the following locations:

- Aboard ships in the Adriatic Sea.

- Aboard ships in the Ionian Sea north of the 39th parallel.
- Albania.
- Former Republic of Yugoslavia —
 - Bosnia-Herzegovina.
 - Croatia (including Zagreb).
 - Macedonia.
 - Serbia-Montenegro (including Kosovo and Vojvodina).
 - Slovenia.
- Hungary.
- Zakho (which is south of the Turkish border in the no-fly zone of northern Iraq).

In accordance with 39 U.S.C. 3401 (a)(1)(B), free mail privileges will also be extended to members hospitalized in a facility under the jurisdiction of the Armed Forces due to disease or injury incurred as a result of service in these designated areas.

— *International Operations Support,
Network Operations Management, 10-19-00*

Operation DEAR ABBY Mail for Members of the Armed Forces

Over the last 16 years, Abigail Van Buren, through her nationally syndicated column, has brought goodwill and cheer to the men and women of the Armed Forces. During the holiday season she solicits patriotic Americans to send cards and letters to our service members stationed overseas. This solicitation is coined "Operation DEAR ABBY."

Four addresses have been established for use in Operation DEAR ABBY for the 2000 holiday season. Mail to the four addresses at right will be distributed by the receiving military post office to all military units in the area that it supports.

In order for the system to cover the widest possible area, the addresses must remain generic. Addresses other than those listed at right will not determine the distribution. For example, a letter addressed to a "Soldier" may be distributed to an Airman, Sailor, or Marine.

These addresses will be open only for the holiday period, from November 15, 2000, until January 15, 2001. After January 15, 2001, these APOs/FPOs will close and mail for these addresses will no longer be accepted. To ensure that the mail is received within the required time window and falls within the DOD security guidelines, *the mail will be limited to First-Class lettermail 13 ounces or less only.*

The four addresses established for Operation DEAR ABBY for the 2000 holiday season are:

Address	Serves
ANY SERVICE MEMBER OPERATION DEAR ABBY APO AE 09135	Europe and Southwest Asia
ANY SERVICE MEMBER OPERATION DEAR ABBY FPO AE 09646	Mediterranean Basin
ANY SERVICE MEMBER OPERATION DEAR ABBY APO AP 96285	Far East
ANY SERVICE MEMBER OPERATION DEAR ABBY FPO AP 96385	Pacific Basin

Operation DEAR ABBY does not target specific units or countries, rather the operation targets major U.S. military aerial mail terminals and fleet mail centers overseas. These mail hubs will receive the mail and distribute it on a fair-share basis to all services across the board. This system should preclude overburdening transportation assets or inundating specific units and provide wider distribution to service members.

— *International Operations Support,
Network Operations Management, 10-19-00*

POM REVISION

Political Campaign Mail: An Important Trust

The 2000 political mailing season will reach its full height over the next two weeks. The election on November 7, 2000, will determine the presidency of the United States and the makeup of the U.S. Congress, state executive and legislative branches, and local governments. Candidates for thousands of federal, state, and local offices; campaign organizations; and political committees will be relying on the Postal Service to bring their message to America's voters.

Postal Operations Manual (POM) 492, Political Campaign Mail, printed twice with minor updates and revisions in the *Postal Bulletin* this year, contains instructions on handling this important mail. Additional procedures to ensure the successful handling of political campaign mail have been incorporated into POM 492.4 and must be followed. They are:

- Area Vice Presidents must appoint an Area Political Campaign Mail Coordinator and provide the name, address, and phone number of the individual assigned that responsibility to each District Manager under their jurisdiction and to the Vice President, Delivery, at Headquarters.
- Postmasters must inform the applicable campaign office, if a significant amount of a campaign mailing is received that is undeliverable as addressed, before any action to dispose of such mail. Postmasters should also coordinate any such situations with their Area Political Campaign Mail Coordinator.

These revisions will be incorporated in an incremental update of the online POM available through the Policies and Procedures page of the corporate intranet (<http://blue.usps.gov/cpim>; click on *Manuals*) and will be published in the next printed version of the POM.

One of the most important public policy functions of the Postal Service is serving as a trusted partner in our nation's electoral process. Postal Service managers and employees must ensure the successful preparation, acceptance, documentation, processing, and delivery of political campaign mailings by following the procedures in POM 492. POM 492, reprinted in its entirety and incorporating the above new procedures in POM 492.4, follows.

Postal Operations Manual (POM)

	*	*	*	*	*
4	Mail Processing Procedures				
	*	*	*	*	*

49 Congressional and Political Campaign Mail
* * * * *

492 Political Campaign Mail

492.1 Introduction

492.11 General

The American electorate votes on numerous political offices and issues. Citizens cast ballots every 4 years for president, every 2 years for one-third of the U.S. senators and all members of the House of Representatives, and at varying frequencies for governorships and other state, county, and local offices and referenda measures. During the period preceding local, state, and national primaries, special elections, and general elections, the Postal Service accepts and delivers many political campaign mailings, frequently in large quantities. These mailings are made up by individual candidates and their campaign organizations, as well as by local, state, and national committees of political parties.

492.12 Postal Service Responsibility

The Postal Service is responsible for providing information to assist in the knowledgeable preparation and deposit of political campaign mailings, as well as for the proper acceptance, processing, delivery, and recording of these mailings.

492.13 Nonprofit Standard Mail Rates

Section 3626(e) of Title 39, U.S. Code, as enacted by Public Law 95-593, permits certain Standard Mail (A) matter to be mailed by a "qualified political committee" at the Nonprofit Standard Mail rates prescribed for qualified nonprofit organizations (see DMM E670). Also see 492.23 for a definition of "qualified political committee" and 492.73 for the rules on what mail may be sent at the Nonprofit Standard Mail rates by qualified political committees.

492.2 Definitions

492.21 Political Campaign Mailings

Any material accepted for mailing at First-Class or Standard Mail (A) postage rates that is mailed for political campaign purposes by a registered political candidate, campaign committee, or committee of a political party is classified as a political campaign mailing. This type of mailing normally uses the address of a candidate's campaign committee or the committee of a political party as the return address. Do not confuse political campaign mailings with official mailings by members of Congress under congressional franking privileges. See 491 for a discussion of congressional mail.

492.22 Registered Political Candidate or Party

An individual or organization recognized as such by the appropriate governmental election control authority is considered to be a registered political candidate or party.

492.23 Qualified Political Committee

Section 3626(e)(2) of Title 39, U.S.C., defines a qualified political committee for the purpose of eligibility for Nonprofit Standard Mail rates as follows:

- a. The term qualified political committee means:
 - (1) A national committee of a political party.
 - (2) A state committee of a political party.
 - (3) The Democratic Congressional Campaign Committee.
 - (4) The Democratic Senatorial Campaign Committee.
 - (5) The National Republican Congressional Committee.
 - (6) The National Republican Senatorial Committee.
- b. The term national committee means the organization that, by virtue of the bylaws of a political party, is responsible for the day-to-day operation of that political party at the national level.
- c. The term state committee means the organization that, by virtue of the bylaws of a political party, is responsible for the day-to-day operation of that political party at the state level.

492.3 Pre mailing Assistance**492.31 General**

Experience has shown that there will be no cause for criticism if all mailers of political campaign material are fully informed of postal requirements for prompt delivery and are assured of proper and equal handling of their mailings.

492.32 Responsibilities

Managers, Marketing, Customer Service districts, are responsible for ensuring proper pre mailing assistance to all committees of political parties, candidates for political office, and/or the candidates' campaign committees within their jurisdictions. Individuals designated by managers, Marketing, as directly responsible for contacting the committees of political parties, political candidates, and campaign organizations must follow the requirements in 492.36.

492.33 Identification of Candidates

Managers, Marketing, Customer Service districts, or their designees, must identify all candidates for election to political office who will be campaigning within their district's jurisdiction, as follows:

- a. *Presidential Candidates.* Contact state campaign headquarters. Determine locations of mailings and notify appropriate Postal Service personnel for necessary follow-up.
- b. *Congressional Candidates.* Identify all candidates for election to the Senate and House of Representatives and their principal campaign offices and notify appropriate Postal Service personnel for necessary follow-up.
- c. *State Candidates.* In statewide elections, identify gubernatorial and other candidates and their principal campaign offices and notify appropriate Postal Service personnel for necessary follow-up.
- d. *Local Candidates.* Coordinate efforts with postmasters to identify all candidates and/or campaign organizations in those areas holding local elections for county, city, township, borough, parish, and other local offices, and ensure necessary follow-up.

492.34 Political Campaign Information Sources

State and local boards of election and offices of secretaries of state and county clerks generally can provide information on the names and headquarters of committees of political parties; candidates for federal, state, and local offices; and their campaign organizations.

492.35 Equal Assistance

Equal assistance must be provided to all committees of political parties, candidates, and candidates' campaign committees, including those that do not represent major parties.

492.36 Pre mailing Contact Requirements

Make contact with the committees of political parties, candidates, and the candidates' campaign organizations at the earliest opportunity to provide information on mail preparation requirements, mail handling procedures, and other matters discussed in 492.37. On-site assistance can be helpful, particularly with campaign volunteers, to identify problems in mail preparation and sack or tray labeling before deposit of the mailings. Emphasize the need to deposit the mailings at the earliest possible date before election day, particularly to candidates or organizations planning to avail themselves of the destination bulk mail center drop shipment rates. Keep records of all contacts, including a general summary statement covering the information provided to the candidates and campaign organizations.

492.37 Mail Preparation and Handling Information

At a minimum, provide committees of political parties, candidates, and the candidates' campaign organizations with information on the following:

- a. Rates, including automation and destination entry drop shipment rates, and fees.
- b. Mailing permits and authorizations. See applicable sections of the DMM for instructions on obtaining permits and authorizations for mailing at various rates. National and state political committees may be given instructions on filing for Nonprofit Standard Mail rates as a qualified political committee, as found in DMM E670 and Publication 417. Instructions on obtaining authorization to mail at the Nonprofit Standard Mail rates at additional offices are also found in DMM E670 and Publication 417 section 3-2.
- c. Restrictions on what may be mailed at the Nonprofit Standard Mail rates for state and national political committees (see 492.73). See also Publication 417 section 5-4.
- d. Preparation, makeup, and handling of mailings, including an explanation of ancillary service endorsements and address information products and services.
- e. Availability and use of mailing supplies and equipment.

Note: PS Tag 57, *Political Campaign Mailing*, identifies campaign mailings during processing and distribution. PS Tag 57 is available from the material distribution centers and is reusable. If mail is trayed and strapped, mailers should affix PS Tag 57 to the strap on the end of the tray near the tray label with a wire twist tie. If local postal instructions permit trays to be tendered without strapping, then PS Tag 57 should be affixed to the tray with a rubber band double looped through the handhold of the tray on the end near the tray label. Care should be taken to remove the tags from the trays after the campaign mail has been processed.

- f. Business reply mail.
- g. Disposition of undeliverable pieces.
- h. Time frames for depositing mailings.

492.4 Processing and Delivery**492.41 General**

All managers involved in processing and delivering political campaign mailings must ensure that each mailing is handled promptly and with equal care and attention.

492.42 Area Political Campaign Mail Coordinators

Area Vice Presidents must appoint an Area Political Campaign Mail Coordinator and provide the name, address, and phone number of the individual assigned that responsibility to each District Manager under their jurisdiction and to the Vice President, Delivery, at Headquarters.

492.43 Late Deposit

Inform mailers attempting to deposit political campaign mailings that may be too late for delivery by the election date under USPS service objectives of the potential for late delivery. Document and maintain this advice. See 492.5.

492.44 Reports of Delays

Give immediate attention to any reported delay in processing or delivering political campaign mailings and fully document inquiries made and subsequent action taken (see 492.53).

492.45 Handling of Undeliverable as Addressed Mail

Postmasters must inform the applicable campaign office, if a significant amount of a campaign mailing is received that is undeliverable as addressed, before any action to dispose of such mail. Postmasters should also coordinate any such situations with their Area Political Campaign Mail Coordinator.

492.5 Recordkeeping**492.51 General**

Detailed records provide the basis for a documented and factual explanation of any complaints alleging improper handling of political campaign mailings. Maintain premailing assistance and processing and delivery records for a period of 6 months.

492.52 Premailing Assistance Records

Individuals designated to provide premailing assistance to committees of political parties, candidates, and the candidates' campaign organizations must keep records of all contacts, including a summary statement concerning the information provided to such mailers.

492.53 Processing and Delivery Records

Managers, Business Mail Entry, and postmasters must keep documented records of all political campaign mailings that are deposited or received at their offices, with particular attention to those deposited or received too late for timely delivery.

At a minimum, these documented records must include the following:

- a. The name of the mailer.
- b. A sample, photocopy, or description of the mailing.
- c. The date and time the mailing was received for dispatch or delivery.

- d. The election day deadline and, if applicable, the date of requested delivery.
- e. If applicable, the approximate number of pieces not delivered before the election day deadline and/or the date of requested delivery and the reasons why delivery was not timely.
- f. The approximate volume of any Standard Mail (A) consigned to waste upon instruction by the mailer.

492.6 Answering Requests for Information

492.61 General

Answer requests for information concerning political campaign mailings as provided in regulations implementing the Freedom of Information Act (see ASM 352). Do not compile information not regularly compiled for Postal Service use to respond to requests.

492.62 Chief Field Managing Counsel Assistance

If uncertain regarding the disclosure of information concerning political campaign mailings, consult the Chief Field Managing Counsel.

492.63 Questionable Requests

Promptly report to the Postal Inspection Service any questionable attempts to obtain information concerning political campaign mailings not properly subject to disclosure.

492.7 Revenue Protection

492.71 Nonprofit Standard Mail Rates

Qualified political committees may mail qualifying matter at the Nonprofit Standard Mail rates of postage. See 492.23 for definitions of qualified political committees. See also DMM E670 and Publication 417 section 5-4 for general information on eligibility for these rates.

492.72 Mailings Ineligible for Nonprofit Standard Mail Rates

Individual candidates and their campaign committees do not qualify to mail at the Nonprofit Standard Mail rates. Also, qualified political committees may mail only their own matter at these rates. Qualified political committees may not make cooperative mailings at the nonprofit rates involving matter on behalf of, or produced for, individual candidates or political organizations that do not qualify for Nonprofit Standard Mail rates. Such cooperative mailings must be paid at the applicable Regular or Enhanced Carrier Route Standard Mail rates. See PS Form 3602-N, PS Form 3602-PN, and PS Form 3602-PVN for the certifications required of Nonprofit Standard Mail mailers. Also see Publication 417 section 5-4.

492.73 Application of the Cooperative Mail Rules

492.731 General

Qualified political committees are subject to the cooperative mailing requirements. However, unlike cases involving cooperative mailings between an authorized nonprofit organization and a commercial organization, there is often an ongoing relationship between the qualified political committee and the committee's candidate. A political candidate may be connected to the authorized political committee mailer by being a member of and/or financial contributor to the political party represented by the committee. The committee is, of course, interested in promoting, encouraging, and supporting the candidate's election. Postal laws and regulations do not prohibit the candidate from contributing to the committee or the committee from supporting the candidate. The concern under postal laws and regulations is whether the political candidate's financial contribution to the authorized political committee is in return for the mailing or mailings that support the candidate.

Example — Proper use of contributed funds

Politician A is a member of the qualified political committee. The qualified political committee plans to include in a mail-piece information supporting politician A's candidacy for office and has asked the candidate for a biographical sketch. The candidate provides the information and makes a contribution to the qualified political committee. The qualified political committee will retain authority to accept or reject information provided by the candidate, and the contribution by the candidate is not a contribution to pay for the mailing. This is not considered to be a cooperative mailing since the qualified political committee retained discretion over the decision to mail and the contents of the mailing.

492.732 Maintaining Committee Control

The following rules must be followed to ensure that the authorized political committee maintains control:

- a. *Mailings.* An authorized political committee may mail election-related materials, including but not limited to candidate endorsements and sample ballots, at the Nonprofit Standard Mail rates if the materials are exclusively those of the authorized political committee. An authorized political committee may make political mailings in support of its candidates, provided that no monies contributed by the candidate to the qualified committee shall be specifically earmarked for use in making the political mailing or in return for the political mailing.

Example — Committee discretion retained

Politician B, a candidate for a statewide political office, mails a check to authorized political committee C, the state committee for his party. Politician B encloses a note with the check that says: "This check is for my pro rata share of a sample ballot." Committee C has mailed a sample ballot to state residents for the past five elections. However, committee C makes the decision on whether to send sample ballots on an election-by-election basis. Committee C has not had any discussions with politician B on this subject, nor has it reached an understanding with politician B that sample ballots will be produced and mailed. Committee C deposits politician B's check into its general fund to be used for committee expenses. Committee C will not return the check even if it decides not to mail sample ballots. Committee C later decides to mail sample ballots for the election in which politician B is a candidate. Notwithstanding politician B's contribution, this is not considered to be a cooperative mailing because committee C retained discretion whether or not to mail the sample ballots.

- b. *Contributions.* A candidate may make or solicit contributions to a qualified political committee, provided that the committee retains absolute discretion over how the funds are spent. If the candidate or other non-qualified entity pays the preparation, printing, or postage costs for the mailing in return for the qualified political committee's agreement to make the mailing, that mail matter is not eligible for the Nonprofit Standard Mail rates.

- c. *Mailing Support.* A political candidate may provide suggested copy, pictures, biographical information, or similar assistance requested by a qualified political committee that is preparing a mailing in support of the candidate. The qualified political committee may also ask a candidate to review a proposed mailpiece for accuracy. However, the qualified political committee must have final authority over the decision to mail the political matter and the contents of that matter.

Example — Improper candidate funding

Authorized political committee D announces the creation of a "Candidate's Coordinated Mailing Fund." Contributions to the fund will be used exclusively for mailings supporting candidates. Candidates E, F, G, and H contribute to the fund, and committee D makes a multicandidate endorsement for candidates E, F, G, H, and I. This would be considered a cooperative mailing. It would not be a cooperative mailing if (a) the fund created is not announced as one that will be used exclusively for mailings, and (b) committee D retained absolute discretion about whether to make the mailings at all.

492.733 Endorsements on Mail

Mailings by qualified political committees often bear endorsements such as "Paid for by [committee] and authorized by [candidate]." These endorsements are often required by federal or state law. The presence of these endorsements alone does not disqualify the mailing from being sent at the Nonprofit Standard Mail rates. The presence of factors discussed in the preceding sections of this chapter is required to find the mailing ineligible for the special rates.

492.74 Identification

The name and return address of the qualifying organization must appear either on the outside of the mailpiece or in a prominent location on the material being mailed at the Nonprofit Standard Mail rates.

— *Government Relations,
Government Relations and Public Policy, 10-19-00*

DMM REVISION

Business Reply Mail

Effective November 2, 2000, *Domestic Mail Manual* (DMM) S922 is revised in its entirety to clarify standards for business reply mail (BRM). In addition, current S922.3.11, which contains standards for refunding postage affixed to BRM, has been moved to new P014.2.11; the BRM rate chart in R900.2.0 is reformatted; and an address is added to G043.

The purpose of this revision is to make the DMM standards for BRM clearer and easier to understand. Except for item 2 below, this revision does not substantially change the way that the Postal Service administers BRM. The changes are:

1. Names of different types of BRM. As a global change, the names of different types of reply mail have been changed to more clearly reflect the different levels of service. The table below summarizes this change:

What was formerly called ...	Is now called ...
Regular BRM Basic BRM BRM without an accounting fee BRM without an advance deposit account	Basic BRM
BRM with an accounting fee BRM with an advance deposit account	High-volume BRM
Qualified business reply mail (QBRM)	Qualified business reply mail (QBRM) (no change)
Bulk weight averaging for nonletter-size BRM	Bulk weight averaged nonletter-size BRM

These name changes will help employees and customers more clearly understand the features of the different kinds of BRM service. Other references to BRM in the DMM will be changed and standardized with the publication of DMM Issue 56 (expected in early 2001).

2. Priority Mail BRM. Under previous standards, if the applicable Priority Mail postage could not be calculated because the origin zone could not be determined from the return address or cancellation, then the piece was rated at zone 1. These standards have been changed to rate Priority BRM at zone 4 if the zone cannot be determined. This change is consistent with how the Postal Service calculates zoned postage for unmarked merchandise return service pieces. Employees should remind customers that all Priority Mail pieces are required to have a return address (see DMM A010.4.3).

3. This revision deletes current DMM S922.5.1d(2), which permitted a ZIP+4 barcode printed on an insert or on a label affixed to an insert and placed in an envelope with a window in the barcode clear zone. The Postal Service is not aware of any permit holder that is currently using BRM with barcodes on inserts appearing through a window in the barcode clear zone. Since March 1, 1997, BRM permit holders have been permitted to print addresses and ZIP+4 barcodes on inserts appearing through an address window for address block barcoding. If there are BRM permit holders still using envelopes with windows in the barcode clear zone, they may request that their manager, business mail entry (working with the rates and classification service center, if necessary), issue an authorization to continue to distribute these envelopes as long as all other BRM standards are met.

4. The word “fees” has been changed to “charges” when used to indicate the per piece payments that permit holders make in addition to postage on each returned piece of BRM. This name change will help customers and employees distinguish the different kinds of payments required for BRM.

This revision does not affect the current transition period for BRM standards, which went into effect on January 10, 1999. An article in *Postal Bulletin* 22026 (6-15-00) fully described these changes. See DMM S922.6.1c and 6.1d in this revision.

Quick Service Guide 922, *Business Reply Mail*, has been revised to reflect these changes and is included on pages 26–27 of this *Postal Bulletin*. The Permit System will be updated with these changes in early 2001 in conjunction with implementation of new postage rates.

Additional Resources

Employees with questions about BRM should contact their manager, business mail entry. Employees and customers can visit the Postal Explorer Web site (<http://pe.usps.gov>) to view and print the new edition of Publication 25, *Designing Letter and Reply Mail*, which devotes an entire chapter to BRM. Also available on Postal Explorer is the Mailpiece Design site (click on *Mailpiece Design* in the left frame), which contains more information about BRM format elements, including downloadable BRM templates.

These changes, including revised Quick Service Guide 922, will be included in the monthly update of the online DMM available via Postal Explorer (<http://pe.usps.gov>) and will appear in the printed version of DMM Issue 56.

Domestic Mail Manual (DMM)

* * * * *

E Eligibility

* * * * *

E100 First-Class Mail

* * * * *

E150 Qualified Business Reply Mail (QBRM)

1.0 BASIC STANDARDS

1.1 Description

[Amend 1.1 by revising 1.1c to read as follows:]

Qualified Business Reply Mail (QBRM) is First-Class Mail that:

* * * * *

- c. Has postage and per piece charges deducted from a BRM advance deposit account.

* * * * *

[Revise the heading of 3.0 to read as follows:]

3.0 POSTAGE, PER PIECE CHARGES, AND FEES

* * * * *

[Renumber current 3.2 as 3.3. Add new 3.2 to read as follows:]

3.2 Per Piece Charges

Each piece of returned QBRM is charged the per piece charge in R900.2.3.

3.3 Fees

[Delete item c from renumbered 3.3. There are no other changes.]

* * * * *

G General Information

G000 The USPS and Mailing Standards

* * * * *

G040 Information Resources

* * * * *

G043 Address List for Correspondence

* * * * *

[Add a new address to read as follows:]

DELIVERY OPERATIONS
US POSTAL SERVICE
475 L'ENFANT PLZ SW
WASHINGTON DC 20260-2808

* * * * *

P Postage and Payment Methods

P000 Basic Information

P010 General Standards

* * * * *

P014 Refunds and Exchanges

* * * * *

2.0 POSTAGE AND FEES REFUNDS

* * * * *

[Move current S922.3.11 to new 2.11 and revise to read as follows:]

2.11 Stamps Affixed to Business Reply Mail

A business reply mail (BRM) permit holder may request a credit or refund for postage stamps affixed to returned BRM pieces. Only the value of the postage stamps affixed may be credited or refunded. Refunds are not given for foreign postage stamps. Refunds are not given for any BRM or QBRM per piece charges, annual accounting fees, or monthly maintenance fees. To receive a refund for postage stamps affixed to returned BRM pieces, the permit holder must submit a completed Form 3533 to the postmaster, documenting the excess postage payment for which a credit or refund is desired. The permit holder also must present to the designated office properly faced and banded packages of 100 identical BRM pieces with identical amounts of postage affixed. A charge of \$15 per hour, or fraction thereof, is assessed for the workhours used to process the refund. With permission from the postmaster, a BRM permit holder may submit a package with fewer than 100 BRM pieces.

* * * * *

R Rates and Fees

* * * * *

R900 Services

* * * * *

2.0 BUSINESS REPLY MAIL (BRM)

[Revise and reformat section 2.0 to read as follows:]

2.1 Basic BRM

Annual permit fee: \$100.00.

Per piece charge (in addition to the applicable First-Class Mail or Priority Mail postage (R100)): \$0.30.

2.2 High-Volume BRM

Annual permit fee: \$100.00.

Annual accounting fee (for advanced deposit account): \$300.00.

Per piece charge (in addition to the applicable First-Class Mail or Priority Mail postage (R100)): \$0.08.

2.3 Qualified Business Reply Mail (QBRM)

Annual permit fee: \$100.00.

Annual accounting fee (for advanced deposit account): \$300.00.

Per piece charge (in addition to automation First-Class Mail QBRM postage (R100.2.0)): \$0.05.

2.4 Bulk Weight Averaged Nonletter-Size BRM

Annual permit fee: \$100.00.

Annual accounting fee (for advanced deposit account): \$300.00.

Monthly maintenance fee: \$600.00.

Per piece charge (in addition to the applicable First-Class Mail or Priority Mail postage (R100)): \$0.01.

* * * * *

S Special Services

* * * * *

S900 Special Postal Services

* * * * *

S920 Convenience

* * * * *

[Revise S922 to read as follows:]

S922 Business Reply Mail (BRM)

1.0 BASIC INFORMATION

1.1 Description

Business reply mail (BRM) service enables a permit holder to receive First-Class Mail and Priority Mail back from customers and pay postage and a per piece charge only for the pieces returned. BRM cards, envelopes, self-mailers, cartons, and labels may be distributed by a BRM permit holder in any quantity for return to any post office in the United States and its territories and possessions, including military

post offices overseas. Qualified business reply mail (QBRM) is a subset of BRM available for specific automation-compatible letter-size pieces that qualify for an automation postage rate and a reduced per piece charge (see 7.0). Domestic BRM may not be distributed to foreign countries. Standards for International Business Reply Service (IBRS) are published in the *International Mail Manual*.

1.2 Payment Guarantee

The permit holder guarantees payment of the applicable First-Class Mail or Priority Mail postage, plus a per piece charge, on all returned BRM. This includes any incomplete, blank, or empty BRM cards and envelopes and any mailable matter with a BRM label affixed.

1.3 Special Services

No special services (e.g., certified, insured, registered) are permitted with BRM.

1.4 Addressing

The delivery address on a piece of BRM may not be altered to redirect the mailpiece to any address other than the one preprinted on the piece.

1.5 Official Mail

Authorized users of official (penalty) mail may distribute BRM subject to the additional standards in E060, which supersede any conflicting standards in S922.

1.6 Intentions of the Permit Holder

BRM may not be used for any purpose other than that intended by the permit holder, even when postage is affixed. In cases where a BRM card or letter is used improperly as a label, the USPS treats the item as waste.

1.7 Samples

Prior to printing, permit holders are encouraged, but not required, to submit preproduction samples of BRM to the USPS for approval. QBRM pieces require USPS approval (E150).

1.8 Error Notification

If the USPS discovers a BRM format error, the responsible permit holder or authorized agent receives written notification of the error. The permit holder must correct the error and make sure that all future BRM pieces meet appropriate specifications. The repeated distribution of BRM with format errors is grounds for revoking a BRM permit (2.6).

2.0 PERMITS

2.1 Required

Any mailer who wants to distribute BRM must apply for and receive a permit. The permit number, city, and state where the permit is held must appear on all pieces of BRM.

2.2 Application Process

The applicant must submit a completed Form 3615 to the post office issuing the permit and pay the annual permit fee. If a completed Form 3615 is already on file for the applicant at that office for other permits, then the applicant submits the annual permit fee and the USPS amends Form 3615 by adding the BRM authorization.

2.3 Annual Permit Fee

A BRM permit fee must be paid once each 12-month period at each post office where a BRM permit is held. Payment of the permit fee is based on the anniversary date of the permit's issuance. The fee may be paid in advance only for the next 12-month period and only during the last 30 days of the current 12-month period. The fee charged is that which is in effect on the date of payment. Agents authorized by a permit holder under 8.0 are not required to pay an annual permit fee at the post office where their BRM is received.

2.4 Renewal of Annual Permit Fee

An annual renewal notice is provided to each BRM permit holder by the USPS. The notice and the payment for the next 12 months must be returned by the expiration date to the post office that issued the permit. After the expiration date, if the permit holder has not paid the annual permit fee, then returned BRM pieces are treated as follows:

- a. Postcards of no obvious value are treated as waste and disposed of at the delivery unit.
- b. Pieces (excluding postcards) with a return address are endorsed "Business Reply Permit Canceled" and are returned to the sender.
- c. Pieces without a return address are endorsed "Business Reply Permit Canceled" and forwarded to the mail recovery center for handling.

2.5 Other Post Offices

A permit holder may distribute BRM through any post office for delivery at any post office under 8.0.

2.6 Revocation of a Permit

The USPS may revoke a BRM permit because of format errors or for refusal to pay fees, postage, or per piece charges. If the permit was revoked due to format errors, then a former permit holder may obtain a new permit and permit number by completing and submitting a new Form 3615, paying the required BRM annual permit fee, paying a new annual accounting fee (if applicable), and, for the next 2 years, submitting two samples of each BRM format to the appropriate post office for approval.

3.0 POSTAGE, PER PIECE CHARGES, AND ACCOUNTING FEES

3.1 Postage

Each piece of returned BRM is charged the applicable single-piece First-Class Mail or Priority Mail postage (R100). Cards must meet the standards in C100 to qualify for card rate postage. Any card larger than those dimensions is charged the applicable First-Class Mail letter rate. For Priority Mail over 5 pounds, if the zone cannot be determined from a return address or cancellation, then the permit holder is charged zone 4 postage for the weight of the piece. For QBRM, see 7.0.

3.2 Per Piece Charges

Per piece charges listed in R900.2.0 are charged for each piece of returned BRM (in addition to postage in 3.1). If a permit holder has not paid an annual accounting fee and established a BRM advance deposit account, then they must pay the basic (higher) BRM per piece charge. If a permit holder has paid the annual accounting fee and has established a BRM advance deposit account, then they pay the high-volume (lower) BRM per piece charge. For QBRM, see 7.0.

3.3 Annual Accounting Fee and Advance Deposit Account

A permit holder may choose to pay an annual accounting fee and establish a BRM advance deposit account, which qualifies returned BRM pieces for the high-volume per piece charge. The accounting fee must be paid once each 12-month period at each post office where a permit holder holds a BRM advance deposit account. Payment of the accounting fee is based on the anniversary date of the initial payment. The fee may be paid in advance only for the next 12-month period and only during the last 30 days of the current 12-month period. The fee charged is that which is in effect on the date of payment. A BRM advance deposit account is used only for payment of postage and per piece charges on BRM, subject to these conditions:

- a. For each withdrawal, only one statement is provided for each annual accounting fee paid.
- b. If a permit holder distributes BRM with different addresses (including post office box numbers) under the same permit number going to the same delivery unit and has only one business reply account, then the BRM is separated by each different address but only one statement is provided and only one annual accounting fee is paid.
- c. The permit holder must pay an annual accounting fee for each separate statement (accounting) requested. If only one annual accounting fee is paid, then the permit holder receives only one statement.

- d. The permit holder must maintain a balance in the BRM advance deposit account that is sufficient to cover postage and per piece charges for returned mailpieces. The permit holder is notified if funds are insufficient. After 3 calendar days, if no funds are deposited, then BRM on hand is charged the basic BRM per piece charge and postage and charges are collected from the permit holder (e.g., in cash) prior to delivery.
- e. BRM addressed to several different firms at the same delivery unit may be delivered to an agent authorized by a valid BRM permit holder. The agent pays one annual accounting fee for all the firms represented by the agent in the same delivery unit. If the agent, or any of the firms represented by the agent, wants a separation of charges, then separate (additional) accounting fees must be paid.

3.4 Renewal of Annual Accounting Fee

An annual renewal notice is provided to each BRM permit holder with a BRM advance deposit account. The notice and the payment for the next 12 months must be returned by the expiration date to the post office that holds the advance deposit account. After the expiration date, if the permit holder has not paid the annual accounting fee but still has a valid BRM permit, returned BRM pieces no longer qualify for the high-volume BRM per piece charge and are charged the basic BRM per piece charge in R900.2.1.

3.5 Combined Pieces as a Single Item

Two or more BRM pieces may be mailed as a single piece if the BRM pieces are identically addressed and prepared for mailing in accordance with C100. The permit holder is charged postage based on the total weight of the combined piece plus one per piece charge. If the combined pieces become separated, then the permit holder must pay postage and a per piece charge for each individual piece. Combined pieces are not eligible for QBRM postage rates or per piece charges.

3.6 With Postage Affixed

BRM with postage affixed is handled the same as other BRM. No effort is made to identify or separate BRM pieces with postage affixed. The amount of affixed postage is not deducted from the postage or per piece charges owed. The permit holder may request a refund or credit for postage affixed to BRM under P014.

3.7 Payment Options

Permit holders may pay for postage and per piece charges on returned pieces with cash or check upon delivery, through a regular postage due account (P011), or through a BRM advance deposit account. A regular postage due account does not qualify the permit holder for high-volume

BRM per piece charges, and no annual accounting fee is charged.

4.0 MAILPIECE CHARACTERISTICS

4.1 Paper Weight

BRM paper envelopes must have a minimum basis weight of 20 pounds (500 17- by 22-inch sheets). Other pieces (i.e., cards and self-mailers) must meet the basis weight requirements in C810.

4.2 Nonpaper Envelopes

USPS Engineering must approve nonpaper envelopes for mailability. See C810.

4.3 Envelope Reflectance

Envelope material must not have a red fluorescence exceeding 4.0 phosphor meter units.

4.4 Sealing and Edges

All BRM pieces must meet the general mailability standards in C010 and must have straight (90 degree) edges. BRM pieces are not mailable if they are sealed with wax, clasps, string, staples, or buttons.

4.5 Window Envelopes

The following standards apply to BRM prepared as a window or open-panel envelope:

- a. The pieces must meet the applicable standards in C830 or C840 for envelopes with an address window and insert.
- b. The "No Postage Necessary" imprint, the business reply legend, horizontal bars, and the facing identification mark (FIM) must be printed directly on the envelope. Other required and optional elements in 5.0 may be printed on the insert appearing through the address window.
- c. The address showing through the window must be that of the permit holder or an authorized representative.

4.6 Self-Mailers and Reusable Mailpieces

In addition to the standards in 4.0 and 5.0, self-mailers and reusable mailpieces must meet the standards in C810. Permit holders must provide instructions to the user for refolding and sealing (see C010) so that upon return the piece meets sealing and folding requirements in C810.

4.7 Cards

Cards must meet the standards in C100.

4.8 Labels

For general use, the minimum size of a BRM label is 2 inches high and 3 inches long. BRM labels are not required to have a FIM or a ZIP+4 barcode, but all other format

standards in 5.0 must be met. In cases where a BRM card or letter is used improperly as a label, the USPS treats the item as waste. See 4.9 for labels for letter-size pieces.

4.9 Labels for Letter-Size Pieces

The following standards apply to BRM labels for use on letter-size pieces:

- a. The minimum size of a BRM label is 2-5/8 inches high and 4-1/4 inches long. All format elements, including a FIM, must be printed on the label. BRM labels cannot include a barcode. Exception: The vertical series of horizontal bars must be at least 3/4 inch high. The back of the label must be coated with a permanent adhesive strong enough to firmly attach the label to an envelope.
- b. The permit holder must provide instructions to the user describing how the label should be applied to a mailpiece and what precautions must be observed when applying the label (see Exhibit 4.9). A pictorial diagram showing proper placement of the label must be included with the instructions. At a minimum, the instructions must include the following directions:
 - (1) Place the label squarely in the upper-right corner of the envelope.
 - (2) Do not write on the envelope or label.
 - (3) Do not use a window envelope, an envelope that is less than 1 inch higher than the label, an envelope that is more than 4-1/2 inches high, or an envelope with any printing other than a return address.
 - (4) Do not use tape to affix the label.
- c. When the label is affixed to an envelope, the envelope must meet applicable MLOCR readability standards in C830.
- d. Pieces with business reply labels cannot qualify for QBRM rates.

[Renumber Exhibit 6.8 as Exhibit 4.9; there are no other changes to the exhibit.]

5.0 FORMAT ELEMENTS

5.1 General

All pieces of BRM are subject to these format elements. Pieces of QBRM and bulk weight averaged nonletter-size BRM are subject to additional format standards listed in 7.0 and 9.0, respectively. BRM format elements are shown in Exhibit 5.1.

[Renumber Exhibit 4.4 as Exhibit 5.1; there are no other changes to the exhibit.]

5.2 Printing and Print Reflectance

All forms of printing are permissible if legible to the satisfaction of the USPS. Handwriting, typewriting, and hand stamping may not be used to prepare BRM. Printed borders are not permitted on letter-size BRM but are permitted on business reply labels and cartons and envelopes greater than 6-1/8 inches high or 11-1/2 inches long or 1/4 inch thick. All ink colors are acceptable if the piece meets the appropriate reflectance standards in C830 and C840.

5.3 “No Postage Necessary” Imprint

The imprint “NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES” must be printed in the upper-right corner of the address side of the piece. The imprint must not extend more than 1-3/4 inches from the right edge of the piece.

5.4 Business Reply Legend

The legend “BUSINESS REPLY MAIL” or “BUSINESS REPLY LABEL,” as appropriate, must appear on all pieces. This legend must appear above the address in capital letters at least 3/16 inch high. At the permit holder’s discretion, the business reply legend may be surrounded by a rule or border.

5.5 Permit Number and Postage Endorsement

Directly below the business reply legend, the words “FIRST-CLASS MAIL PERMIT NO. [NO., CITY, STATE]” (representing the permit holder’s number and post office that issued the permit) must appear in capital letters. Directly below that, the endorsement “POSTAGE WILL BE PAID BY ADDRESSEE” must appear in capital letters. At the permit holder’s discretion, the permit number and postage endorsement may be surrounded by a rule or border.

5.6 Delivery Address

The complete address (including the permit holder’s name, delivery address, city, state, and BRM ZIP Code) must be printed directly on the piece, subject to these conditions:

- a. Preprinted labels with only delivery address information (including a ZIP+4 barcode under 6.0) are permitted, but the permit holder’s name and other required elements must be printed directly on the BRM piece.
- b. On letter-size pieces, the complete delivery address must appear within an area defined as the MLOCR read area in C830.
- c. There must be at least a 1/2-inch clearance between the ZIP Code and the horizontal bars.

- d. A unique ZIP Code (i.e., firm ZIP Code) must not be used for BRM unless the ZIP Code has been assigned specifically for BRM. A unique 4-digit add-on to denote BRM may not be used with a unique 5-digit ZIP Code not specifically assigned to BRM.

5.7 Horizontal Bars

A vertical series of horizontal bars parallel to the length of the piece must be printed directly below the imprint "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES." The bars must be uniform in length, at least 1 inch long and 1/16 inch to 3/16 inch thick, and evenly spaced. On letter-size nonbarcoded BRM, the bars must not extend below the delivery address line (the line above the line containing the ZIP Code). On barcoded BRM, the bars may extend no lower than 5/8 inch from the bottom edge of the piece.

5.8 Facing Identification Mark (FIM)

A FIM must be printed on all letter-size BRM and on business reply labels affixed to letter-size mail (see 4.9). FIM B must be used with BRM without a barcode. FIM C must be used with any BRM printed with a barcode. The FIM must meet the physical standards in C100.

5.9 Company Logo

A company logo is permitted:

- a. On nonbarcoded BRM, if it is placed in accordance with C830.
- b. On letter-size barcoded BRM if it is placed no lower than 5/8 inch from the bottom edge of the piece.
- c. If the logo does not interfere with any required format elements.

6.0 ADDITIONAL STANDARDS FOR LETTER-SIZE BARCODED BRM

In addition to the format standards in 5.0, letter-size BRM enclosed in automation rate mailings and all QBRM must be ZIP+4 barcoded. Other BRM may be barcoded at the permit holder's option. Barcoded BRM must meet the barcode standards in C840, the envelope basis weight standards in 4.1, all other mailpiece design standards in C810, and these standards:

- a. Permit holders must use the ZIP+4 codes and equivalent barcodes assigned by the USPS. Delivery point barcodes are not permitted on BRM.
- b. Except as provided in 6.1c, the ZIP+4 barcode must be placed on the address side of the piece and positioned in either of these two locations:
 - (1) As part of the delivery address block under C840 if printed on an insert appearing through a window envelope or on an address label affixed directly to the piece.

- (2) Within the barcode clear zone in the lower-right corner of the piece if printed directly on the piece.

- c. Until January 10, 2001, permit holders may continue to use existing stocks of barcoded BRM envelopes and cards with barcodes in the lower-right corner that:

- (1) Have a barcode clear zone with a left boundary that is 4-1/2 inches from the right edge of the piece.
- (2) Have a barcode for which the leftmost bar is located between 3-1/4 and 4 inches from the right edge of the piece.

- d. Permit holders have until January 10, 2001, to comply with C810.2.1c(2), which requires pieces measuring more than 4-1/4 inches high or 6 inches long, or both, to measure at least 0.009 inch thick. Until January 10, 2001, such pieces need only meet the minimum thickness of 0.007 inch.

7.0 ADDITIONAL STANDARDS FOR QUALIFIED BUSINESS REPLY MAIL (QBRM)

7.1 Description

Qualified business reply mail (QBRM) is a subset of business reply mail. Permit holders distribute automation-compatible letter-size pieces that qualify for automation postage rates and reduced per piece charges. QBRM postage and per piece charges must be deducted from a BRM advance deposit account.

7.2 Eligibility

To qualify for QBRM, pieces must meet the eligibility requirements in E150.

7.3 Authorization

BRM permit holders must apply for authorization to participate in QBRM under E150.

7.4 Postage

Each piece of returned QBRM is charged the automation postage rate for QBRM pieces in R100.2.0. Pieces that do not meet the format requirements for QBRM cannot qualify for automation postage rates and are charged First-Class Mail postage according to 3.1.

7.5 Per Piece Charges

Per piece charges listed in R900.2.3 are charged for each piece of returned QBRM (in addition to postage in 7.4). Pieces that do not meet the format requirements for QBRM cannot qualify for QBRM per piece charges and are charged the high-volume BRM per piece charges in R900.2.2.

7.6 Annual Accounting Fee and Advance Deposit Account

Permit holders are required to pay QBRM postage and per piece charges through a BRM advance deposit account, which requires payment of an annual accounting fee (see 3.3).

8.0 BRM DISTRIBUTED AND RECEIVED BY AGENTS OF A PERMIT HOLDER

8.1 Description

Permit holders may give permission to subsidiary offices, agents, or authorized representatives to distribute and receive BRM using a single (corporate) permit number. BRM pieces are distributed by and returned to agents, who pay postage and per piece charges on those returned pieces. Agents may use any type of BRM service.

8.2 Permit

The main permit holder or "corporate" office applies for the permit number and pays the permit fee. The agent must present a letter of authorization from the permit holder showing the name, address, and telephone number of the local agent authorized to receive the BRM to the post office where the BRM is to be returned. Any time there is a change to the original permit application or the authorization letter, each agent must provide an amended letter of authorization to their local post office.

8.3 Annual Permit Fee

The annual permit fee must be paid by the permit holder (2.3). Agents do not pay a separate annual permit fee but must submit evidence (usually a copy of Form 3544) to the local office once each 12-month period to show that the annual permit fee has been paid. This evidence is not required if the permit holder has a centralized account processing system (CAPS) account through which the local post office can determine that the permit fee has been paid.

8.4 Postage, Per Piece Charges, and Annual Accounting Fees

Agents receiving BRM or QBRM pay the postage, per piece charges, and annual accounting fees listed in R900.2.0 for the type of service received. The agent may choose to pay an annual accounting fee and establish a BRM advance deposit account. The agent receiving BRM is responsible for paying all postage and per piece charges.

8.5 Payment Guarantee

The permit holder is ultimately responsible for postage and per piece charges for all pieces returned under that permit number. If a local agent refuses or neglects to pay postage or per piece charges on returned pieces, then those pieces

are forwarded to the post office that issued the original permit for collection of postage and per piece fees from the permit holder. Once forwarded to the permit holder, these pieces cannot qualify for QBRM postage and per piece charges. The permit holder's refusal to accept and pay the required postage and per piece fees for BRM offered for delivery is grounds for immediate revocation of the BRM permit (2.6).

8.6 Format

BRM distributed by agents must meet all required format standards in 4.0 and 5.0. Authorized representatives distributing BRM on behalf of a permit holder must have the permit holder's name and permit number printed on the BRM and their own names and addresses printed below the permit holder's name, except:

- a. When the agent is a branch of an authorized business.
- b. The permit holder notifies a post office that authorized representatives may use the permit holder's permit number without printing the permit holder's name.

9.0 BULK WEIGHT AVERAGED NONLETTER-SIZE BRM

9.1 Description

Bulk weight averaging is a method of counting, rating, and billing incoming nonletter-size BRM based on principles of mathematical statistics. Probability sampling techniques are used to measure the characteristics of the total BRM volume by examining a fraction of the volume. Statistically valid samples that are drawn from the incoming BRM volume each postal accounting period are used by post offices to compute average postage due per pound and average piece count per pound factors. The net bulk weight of mail received is multiplied by these conversion factors to get the estimated volume received and postage and fee amounts.

9.2 Eligibility

BRM pieces rated by the weight averaging method must:

- a. Meet the basic standards for BRM in S922.
- b. Not be letter-size (C050) or card-size (C100).
- c. Not exceed 5 pounds.

9.3 Postage, Per Piece Charges, and Fees

Returned pieces of bulk weight averaged nonletter-size BRM are charged postage and per piece charges according to R900.2.4. Permit holders participating in bulk weight averaged nonletter-size BRM must pay an annual accounting fee (see 3.3) and a monthly maintenance fee (R900.2.4).

9.4 Application Procedures

A permit holder who wants to use bulk weight averaged BRM for nonletter-size pieces must submit a written request to the postmaster of the office where the BRM permit is held. The postmaster forwards this information to the manager, Delivery Operations Systems, USPS Headquarters (see G043 for address). The request must include the following:

- a. Permit holder's name and address.
- b. Name and location of the post office at which BRM will be received and a CAPS account number, if available.
- c. Information about the number of pieces expected to be returned over a 24-hour period and a 30-day period, and a breakdown of the weight distribution of those pieces (in nearest ounces or pounds) (e.g., X number of 3-ounce pieces, Y number of 4-ounce pieces, and Z number of 5-ounce pieces).
- d. Based on the estimated volume in 9.4c, a 24-hour estimate and a 30-day estimate of postage and per piece charges using the postage and charges listed in R900.2.4.
- e. A statement indicating whether the piece volume has seasonal variation and, if applicable, estimates of monthly volumes for a 12-month period.

9.5 Authorization

The permit holder's request will be reviewed and approved by the manager, Delivery Operations Systems, USPS Headquarters. If the request is approved, then a letter of authorization is sent to the permit holder from the post office where the BRM permit is held. The permit holder signs a service agreement and, if necessary, is assigned a post office box address.

9.6 Denial of Authorization

If the permit holder's request is not approved, then the post office sends a written notice, giving reasons for the denial. The permit holder has 15 days following receipt of the notice to file a written appeal of the decision with the postmaster and to furnish further information. If the postmaster still finds that the application should be denied, then the postmaster forwards the file to the manager, Delivery Operations Systems, USPS Headquarters, who issues a final written decision to the permit holder.

9.7 Revoking Authorization

To revoke authorization for bulk weight averaging, the postmaster sends written notice to the permit holder. A postmaster may terminate authorization for bulk weight averaged BRM for any of the following reasons:

- a. The permit holder provided incorrect or incomplete information on the request for authorization.
- b. The permit holder's BRM pieces no longer meet the eligibility requirements in S922.
- c. The USPS finds that bulk weight averaging no longer provides adequate revenue protection.
- d. The permit holder no longer desires to participate in bulk weight averaging.

9.8 Notice and Appeal

Termination takes effect 15 days from the permit holder's receipt of the notice unless the permit holder files a written appeal within that period with the postmaster. The postmaster forwards the permit holder's appeal together with all pertinent information to the manager, Operations Systems, USPS Headquarters, who issues a final agency decision to the permit holder. The permit holder may continue to use the bulk weight averaging method until a final decision is made on the appeal.

* * * *

— Mail Preparation and Standards,
Product and Pricing Design, 10-19-00

Business Reply Mail (BRM)

Related QSGs: 811, 923, 924

922

Quick Service
Guide

Overview For an annual permit fee, a business reply mail (BRM) permit is available for distributing business reply cards, envelopes, self-mailers, cartons, and labels. BRM allows the permit holder to receive First-Class Mail and Priority Mail back from customers by paying postage only on the mail returned. The BRM permit holder guarantees payment of First-Class Mail postage plus a per piece charge for pieces returned by the USPS (see payment options below). When designing a BRM mailpiece or label, mailers must consult with their local postal business center or post office. The piece must conform to a specific format to qualify as BRM, including a unique ZIP+4 code assigned by the USPS. Proofs for regular BRM should be approved by the USPS before printing. Proofs for Qualified Business Reply Mail (QBRM) must be approved by the USPS. On the reverse is a layout example for a BRM envelope. BRM pieces distributed in automation rate mailings are required to meet automation compatibility standards. BRM templates are available on the Postal Explorer web site at (<http://pe.usps.gov>) by selecting "Mailpiece Design" in the left frame.

Payment Options (S922) **Basic BRM**—Annual permit fee of \$100.00.
Per piece charge of \$0.30 plus First-Class Mail postage. Paid through a regular postage-due account or by cash on delivery.

<p>Cost per piece <i>First-Class postage</i> + 30¢ Letter (1 oz.): 33¢ + 30¢ = 63¢ Card Rate: 20¢ + 30¢ = 50¢</p>
--

High-Volume BRM—Annual permit fee of \$100.00 plus annual accounting fee of \$300.00.
Per piece charge of \$0.08 plus First-Class Mail postage. Paid through BRM advance deposit account only. Best suited if return volume is approximately 1,400 pieces or more per year.

<p>Cost per piece <i>First-Class postage</i> + 8¢ Letter (1 oz.): 33¢ + 8¢ = 41¢ Card Rate: 20¢ + 8¢ = 28¢</p>

Qualified Business Reply Mail (QBRM)—Annual permit fee of \$100.00 plus annual accounting fee of \$300.00.

Per piece charge of \$0.05 plus a lower QBRM automation First-Class Mail postage rate. Paid through BRM advance deposit account only. Used only on barcoded automation-compatible cards and letter-size mail weighing up to 2 ounces if design is approved for QBRM by USPS before distribution (E150.2). A unique ZIP+4 code is assigned by the USPS for each rate category of QBRM to be returned (one for card-rate pieces, one for letter-size pieces weighing 1 ounce or less, and one for letter-size pieces weighing over 1 ounce up to 2 ounces). Best suited if return volume is approximately 1,100 pieces or more annually.

<p>Cost per piece <i>QBRM postage</i> + 5¢ Letter (1 oz.): 30¢ + 5¢ = 35¢ Card Rate: 18¢ + 5¢ = 23¢</p>
--

Other Post Offices A BRM permit holder can allow its authorized representatives or agents to use that permit number to receive BRM at any other post office. The permit holder must supply the representative or agent with a letter authorizing the use of the BRM permit and a copy of the USPS receipt showing that the BRM annual permit fee has been paid. That information, in turn, must be supplied to the representative's local post office, which will also assign a BRM ZIP+4 code(s) and barcode(s), as appropriate. Postage, per piece charges, and, if applicable, the annual accounting fee are paid by the local representative or agent.

Official Mail Authorized users of official mail may distribute BRM, subject to E060 and S922.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

922

Quick Service Guide

Business Reply Mail (BRM)

Business Reply Mail Layout Guidelines (S922.5)

Permit Holder Space: May contain information such as return address, logos, distribution codes, and form numbers.

Company Logo: For barcoded pieces, a company logo is permitted in the address block if it is placed no lower than 5/8 inch from the bottom edge of the mail piece and does not interfere with the barcode clear zone.

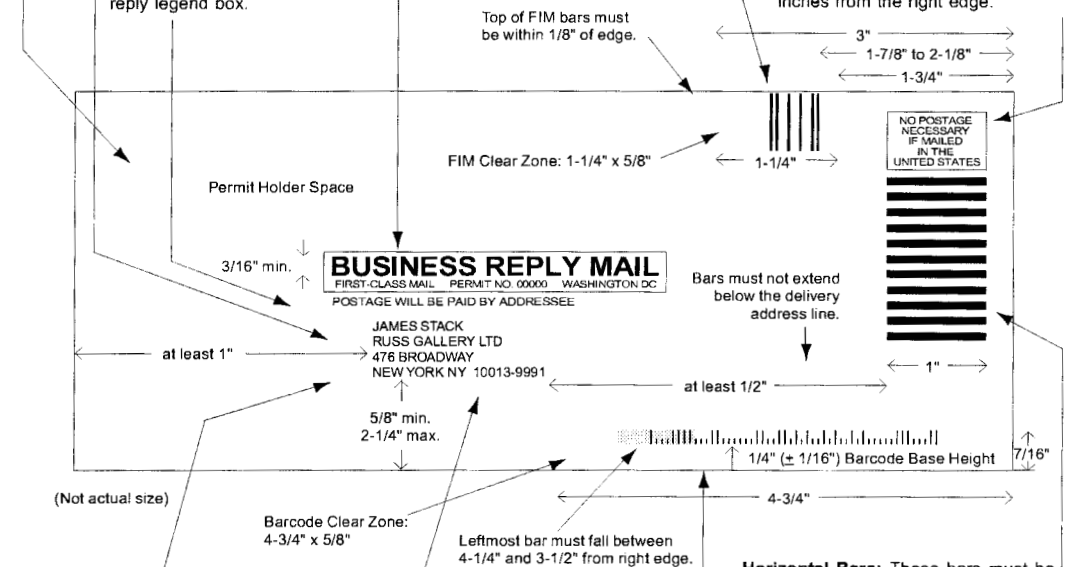
Postage Paid Line: Place the endorsement "POSTAGE WILL BE PAID BY ADDRESSEE" (in capital letters) under the business reply legend box.

Business Reply Legend: The words "BUSINESS REPLY MAIL" are required above the address in capital (uppercase) letters. Immediately below, place the words "FIRST-CLASS MAIL PERMIT NO." followed by the permit number and the name of the issuing post office (city and state) in capital letters.

Facing Identification Mark (FIM): A FIM pattern (specifically FIM B without barcode or FIM C with barcode) is required on all BRM postcards and letter-size mailpieces.

FIM Location: The FIM clear zone must contain no printed matter other than the FIM pattern. FIM bars must be between 1/2 and 3/4 inch high and 0.03125 (1/32 inch) (± 0.008 inch) wide.

Postage Imprint: "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" must appear in the upper right corner of the mailpiece and must not extend more than 1-3/4 inches from the right edge.



Address Format: The complete address, including the name of the permit holder (company or individual), must be printed on the mailpiece.

ZIP Code: A unique ZIP+4 code is assigned to each QBRM piece.

Horizontal Bars: These bars must be uniform in length, at least 1 inch long and 1/16 to 3/16 inch thick, and evenly spaced. The bars may not extend below the delivery address line, which is located directly above the line containing the city, state, and ZIP Code.

Before printing, submit proofs of BRM samples to your postal business center or post office for advice and approval. Take advantage of this service—it could save you money. Qualified Business Reply Mail pieces must be approved by the USPS before printing.

POSTNET Barcode Location: The barcode must be located here (unless an address block barcode is used on a window envelope or printed address label). The barcode must be a ZIP+4 barcode (delivery point barcodes are not permitted). This area must be free of any printing other than the barcode. A free camera-ready barcode positive may be obtained from your local postal business center (S922.6).

Dimensions
Between 3-1/2 by 5 inches and 6-1/8 by 11-1/2 inches. To qualify for card rate, cards must be between 3-1/2 by 5 inches and 4-1/4 by 6 inches and between 0.007 and 0.016 inch thick. Larger card sizes are available, but they are charged at

First-Class Mail letter rate. Barcoded pieces measuring more than 4-1/4" high or 6" long must be at least 0.009 inch thick. Additional standards apply to QBRM pieces (S922.7). A surcharge is assessed for nonstandard mailpieces weighing 1 ounce or less.

Ink/Paper Colors and Type Styles
Not all colors of paper and/or ink and type styles are compatible with automated equipment. Contact your local postal business center or your postmaster for guidance.

All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail (A) must meet the standards in C810.8.

APO/FPO Changes

The following changes appear in the APO/FPO table that is also published in its entirety in this *Postal Bulletin* (see pages 28–38).

APO/FPO	Action	Effective Date	See Restrictions
09135	Activate	November 15	X
09646	Activate	November 15	X
96285	Activate	November 15	X
96385	Activate	November 15	X

— International Operations Support,
Network Operations Management, 10-19-00

Overseas Military Mail

Mail addressed to or from military post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The table below outlines these conditions by APO/FPO ZIP Codes through the use of footnoted mailing restrictions codes, which appear on the page following the table.

Acceptance clerks should use this table with the Integrated Retail Terminal (IRT) or POS ONE terminal to

determine whether an APO/FPO ZIP Code is active and which conditions of mailing apply.

For Express Mail Military Service (EMMS) availability, all acceptance clerks must refer to the local hardcopy EMMS directory.

The complete table appears in the last *Postal Bulletin* of each month. Changes from the previous month's listing are in bold type.

Conditions Applied to Mail Addressed to Military Post Offices Overseas

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09001	Not Active	09028	B-B1-C-D-U	09055	Not Active
09002	Not Active	09029	Not Active	09056	B-B1-C-D-U
09003	Not Active	09030	Not Active	09057	Not Active
09004	Not Active	09031	B-B1-C-D-U	09058	B-B1-C-D-U
09005	Not Active	09032	Not Active	09059	B-B1-C-D-U
09006	Not Active	09033	B-B1-C-D-U	09060	B-B1-C-D-U
09007	B-B1-C-D-U	09034	B-B1-C-D-U	09061	Not Active
09008	Not Active	09035	Not Active	09062	Not Active
09009	B-B1-C-D-U	09036	B-B1-C-D-U	09063	B-B1-C-D-L-U
09010	Not Active	09037	Not Active	09064	Not Active
09011	Not Active	09038	Not Active	09065	Not Active
09012	B-B1-C-D-U	09039	Not Active	09066	Not Active
09013	B-B1-C-D-U-Z1	09040	Not Active	09067	B-B1-C-D-U
09014	B-B1-C-D-U	09041	Not Active	09068	Not Active
09015	Not Active	09042	B-B1-C-D-U	09069	B-B1-C-D-U
09016	Not Active	09043	Not Active	09070	Not Active
09017	Not Active	09044	Not Active	09071	Not Active
09018	Not Active	09045	B-B1-C-D-U	09072	Not Active
09019	Not Active	09046	B-B1-C-D-U	09073	Not Active
09020	Not Active	09047	Not Active	09074	B-B1-C-D-U
09021	B-B1-C-D-U	09048	Not Active	09075	Not Active
09022	Not Active	09049	Not Active	09076	B-B1-C-D-U
09023	Not Active	09050	B-B1-C-D-U	09077	Not Active
09024	Not Active	09051	Not Active	09078	Not Active
09025	Not Active	09052	Not Active	09079	Not Active
09026	Not Active	09053	B-B1-C-D-U	09080	B-B1-C-D-U
09027	Not Active	09054	B-B1-C-D-U	09081	B-B1-C-D-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09082	Not Active	09140	B-B1-C-D-U	09198	Not Active
09083	Not Active	09141	Not Active	09199	Not Active
09084	Not Active	09142	B-B1-C-D-U	09201	Not Active
09085	Not Active	09143	B-B1-C-D-U	09202	Not Active
09086	B-B1-C-D-U	09144	Not Active	09203	Not Active
09087	Not Active	09145	Not Active	09204	Not Active
09088	Not Active	09146	Not Active	09205	Not Active
09089	B-B1-C-D-U	09147	Not Active	09206	Not Active
09090	B-B1-C-D-U	09148	Not Active	09207	Not Active
09091	Not Active	09149	Not Active	09208	Not Active
09092	Not Active	09150	Not Active	09209	Not Active
09093	Not Active	09151	Not Active	09210	Not Active
09094	B-B1-C-D	09152	Not Active	09211	B-B1-C-D-U
09095	B-B1-C-D-U	09153	Not Active	09212	B-B1-C-D-U
09096	B-B1-C-D-U	09154	B-B1-C-D-U	09213	B-B1-C-D-U
09097	Not Active	09155	Not Active	09214	B-B1-C-D-U
09098	B-B1-C-D-U	09156	Not Active	09215	Not Active
09099	B-B1-C-D-U	09157	Not Active	09216	Not Active
09100	B-B1-C-D-U	09158	Not Active	09217	Not Active
09101	Not Active	09159	Not Active	09218	Not Active
09102	B-B1-C-D-U	09160	Not Active	09219	Not Active
09103	B-B1-D-U	09161	Not Active	09220	Not Active
09104	B-B1-C-D-U	09162	Not Active	09221	Not Active
09105	Not Active	09163	Not Active	09222	Not Active
09106	Not Active	09164	Not Active	09223	Not Active
09107	B-B1-C-D-U	09165	B-B1-C-D-U	09224	Not Active
09108	Not Active	09166	B-B1-C-D-U	09225	B-B1-C-D-U
09109	Not Active	09167	Not Active	09226	B-B1-C-D-U
09110	B-B1-C-D-U	09168	Not Active	09227	B-B1-C-D-U
09111	B-B1-C-D-U	09169	B-B1-C-D-U	09228	Not Active
09112	B-B1-C-D-U	09170	Not Active	09229	B-B1-C-D-U
09113	Not Active	09171	Not Active	09230	Not Active
09114	B-B1-C-D-U	09172	B-B1-C-D-U	09231	Not Active
09115	Not Active	09173	B-B1-C-D-U	09232	Not Active
09116	Not Active	09174	Not Active	09233	Not Active
09117	Not Active	09175	B-B1-C-D-U	09234	Not Active
09118	Not Active	09176	Not Active	09235	Not Active
09119	Not Active	09177	B-B1-C-D-U	09236	Not Active
09120	Not Active	09178	Not Active	09237	B-B1-C-D-U
09121	Not Active	09179	Not Active	09238	Not Active
09122	Not Active	09180	B-B1-C-D-U	09239	Not Active
09123	B-B1-C-D-U	09181	Not Active	09240	Not Active
09124	Not Active	09182	B-B1-C-D-U	09241	Not Active
09125	Not Active	09183	B-B1-C-D-U	09242	Not Active
09126	B-B1-C-D	09184	Not Active	09243	Not Active
09127	Not Active	09185	B-B1-C-D-U	09244	B-B1-C-D-U
09128	B-B1-C-D-U	09186	B-B1-C-D-U	09245	B-B1-C-D-U
09129	Not Active	09187	Not Active	09246	Not Active
09130	Not Active	09188	Not Active	09247	Not Active
09131	B-B1-C-D-U	09189	Not Active	09248	Not Active
09132	Not Active	09190	Not Active	09249	Not Active
09133	Not Active	09191	Not Active	09250	B-B1-C-D-U
09134	Not Active	09192	Not Active	09251	Not Active
09135	X (11/15/00 to 01/15/01)	09193	Not Active	09252	B-B1-C-D-U
09136	B-B1-C-D	09194	Not Active	09253	Not Active
09137	B-B1-C-D-U	09195	Not Active	09254	Not Active
09138	B-B1-C-D-U	09196	Not Active	09255	Not Active
09139	B-B1-C-D	09197	Not Active	09256	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09257	Not Active	09316	Not Active	09374	Not Active
09258	Not Active	09317	Not Active	09375	Not Active
09259	Not Active	09318	Not Active	09376	Not Active
09260	Not Active	09319	Not Active	09377	Not Active
09261	Not Active	09320	Not Active	09378	Not Active
09262	B-B1-C-D-U	09321	Not Active	09379	Not Active
09263	B-B1-C-D-U	09322	Not Active	09380	Not Active
09264	B-B1-C-D-U	09323	Not Active	09381	Not Active
09265	B-B1-C-D-N-U	09324	Not Active	09382	Not Active
09266	B-B1-C-D-U	09325	Not Active	09383	Not Active
09267	B-B1-C-D-U	09326	Not Active	09384	Not Active
09268	Not Active	09327	Not Active	09385	Not Active
09269	Not Active	09328	Not Active	09386	Not Active
09270	Not Active	09329	Not Active	09387	Not Active
09271	Not Active	09330	Not Active	09388	Not Active
09272	Not Active	09331	Not Active	09389	Not Active
09273	Not Active	09332	Not Active	09390	Not Active
09274	Not Active	09333	Not Active	09391	B-B1-X
09275	Not Active	09334	Not Active	09392	B-B1
09276	Not Active	09335	Not Active	09393	Not Active
09277	Not Active	09336	Not Active	09394	Not Active
09278	Not Active	09337	Not Active	09395	Not Active
09279	Not Active	09338	Not Active	09396	A-B-B1-F
09280	Not Active	09339	Not Active	09397	A-B-B1-C1-F-R-X
09281	Not Active	09340	A-B-B1-C1-F-R	09398	B-B1-X
09282	Not Active	09341	Not Active	09399	B-B1-C-D-U-X
09283	Not Active	09342	Not Active	09401	Not Active
09284	Not Active	09343	Not Active	09402	Not Active
09285	Not Active	09344	Not Active	09403	Not Active
09286	Not Active	09345	Not Active	09404	Not Active
09287	Not Active	09346	Not Active	09405	Not Active
09288	Not Active	09347	Not Active	09406	Not Active
09289	Not Active	09348	Not Active	09407	Not Active
09290	Not Active	09349	Not Active	09408	Not Active
09291	Not Active	09350	Not Active	09409	B-B1-C-C1-U
09292	Not Active	09351	Not Active	09410	Not Active
09293	Not Active	09352	Not Active	09411	Not Active
09294	Not Active	09353	Not Active	09412	Not Active
09295	Not Active	09354	Not Active	09413	Not Active
09296	Not Active	09355	Not Active	09414	Not Active
09297	Not Active	09356	Not Active	09415	Not Active
09298	Not Active	09357	Not Active	09416	Not Active
09299	Not Active	09358	Not Active	09417	Not Active
09301	Not Active	09359	Not Active	09418	Not Active
09302	B-B1-E2-F-H1-R-R1-U2-Z1	09360	Not Active	09419	Not Active
09303	B-B1-E2-F-H1-R-R1-U2-Z1	09361	Not Active	09420	Not Active
09304	B-B1-E2-F-H1-R-R1-U2-Z1	09362	Not Active	09421	B-B1-C-C1-U
09305	B-B1-E2-F-H1-R-R1-U2-Z1	09363	Not Active	09422	Not Active
09306	Not Active	09364	Not Active	09423	Not Active
09307	Not Active	09365	Not Active	09424	Not Active
09308	Not Active	09366	Not Active	09425	Not Active
09309	Not Active	09367	Not Active	09426	Not Active
09310	Not Active	09368	Not Active	09427	Not Active
09311	Not Active	09369	Not Active	09428	Not Active
09312	Not Active	09370	Not Active	09429	Not Active
09313	Not Active	09371	Not Active	09430	Not Active
09314	Not Active	09372	Not Active	09431	Not Active
09315	Not Active	09373	Not Active	09432	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09433	Not Active	09491	Not Active	09550	B
09434	Not Active	09492	Not Active	09551	Not Active
09435	Not Active	09493	Not Active	09552	Not Active
09436	Not Active	09494	B-B1-C-C1-U	09553	Not Active
09437	Not Active	09495	Not Active	09554	B-B1
09438	Not Active	09496	B-B1-C-C1-U	09555	Not Active
09439	Not Active	09497	Not Active	09556	B
09440	Not Active	09498	B-B1-C-C1-U	09557	B
09441	Not Active	09499	B-B1-C-C1-U	09558	B
09442	Not Active	09501	B	09559	Not Active
09443	Not Active	09502	B	09560	Not Active
09444	Not Active	09503	B	09561	Not Active
09445	Not Active	09504	B	09562	Not Active
09446	Not Active	09505	B	09563	B
09447	B-B1-C-C1-U	09506	B	09564	B
09448	Not Active	09507	B	09565	B
09449	Not Active	09508	B	09566	B
09450	Not Active	09509	B	09567	B
09451	Not Active	09510	B	09568	B
09452	Not Active	09511	B	09569	B
09453	Not Active	09512	Not Active	09570	B
09454	B-B1-C-C1-U	09513	Not Active	09571	Not Active
09455	Not Active	09514	Not Active	09572	Not Active
09456	B-B1-C-C1-U	09515	Not Active	09573	B
09457	Not Active	09516	Not Active	09574	B
09458	Not Active	09517	B	09575	B
09459	B-B1-C-C1-U	09518	Not Active	09576	B
09460	Not Active	09519	Not Active	09577	B
09461	B-B1-C-C1-U	09520	Not Active	09578	B
09462	Not Active	09521	B	09579	B
09463	B-B1-C-C1-U	09522	Not Active	09580	Not Active
09464	B-B1-C-C1-U	09523	Not Active	09581	B
09465	Not Active	09524	B	09582	B
09466	Not Active	09525	Not Active	09583	Not Active
09467	Not Active	09526	Not Active	09584	Not Active
09468	B-B1-C-C1-U	09527	Not Active	09585	Not Active
09469	B-B1-C-C1-U	09528	Not Active	09586	B
09470	B-B1-C-C1-U	09529	Not Active	09587	B
09471	Not Active	09530	Not Active	09588	B
09472	Not Active	09531	Not Active	09589	Not Active
09473	Not Active	09532	B	09590	B
09474	Not Active	09533	Not Active	09591	B
09475	Not Active	09534	B	09592	Not Active
09476	Not Active	09535	Not Active	09593	B
09477	Not Active	09536	B	09594	B
09478	Not Active	09537	Not Active	09595	B
09479	Not Active	09538	Not Active	09596	B
09480	Not Active	09539	Not Active	09597	Not Active
09481	Not Active	09540	Not Active	09598	Not Active
09482	Not Active	09541	Not Active	09599	B
09483	Not Active	09542	Not Active	09601	B-B1-C-F-F1-U
09484	Not Active	09543	B	09602	Not Active
09485	Not Active	09544	Not Active	09603	B-B1-C-F-F1-U
09486	Not Active	09545	B	09604	B-B1-C-F-F1-U
09487	Not Active	09546	Not Active	09605	Not Active
09488	Not Active	09547	Not Active	09606	Not Active
09489	Not Active	09548	Not Active	09607	Not Active
09490	Not Active	09549	B	09608	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09609	B-B1-C-F-U	09667	Not Active	09726	B-B1-N-U
09610	B-B1-C-F-U	09668	Not Active	09727	Not Active
09611	Not Active	09669	Not Active	09728	B-C
09612	B-B1-C-F-U	09670	Not Active	09729	Not Active
09613	B-B1-C-F-U	09671	Not Active	09730	Not Active
09614	Not Active	09672	Not Active	09731	Not Active
09615	Not Active	09673	Not Active	09732	B-B1
09616	Not Active	09674	Not Active	09733	B-B1-I
09617	B-B1-C-F-U	09675	Not Active	09734	Not Active
09618	B-B1-C-F-U	09676	Not Active	09735	B-B1
09619	B-B1-C-F-U	09677	Not Active	09736	Not Active
09620	B-B1-C-F-U	09678	Not Active	09737	Not Active
09621	B-B1-C-F-U	09679	Not Active	09738	Not Active
09622	B-B1-C-F-U	09680	Not Active	09739	Not Active
09623	B-B1-C-F-U	09681	Not Active	09740	Not Active
09624	B-B1-C-F-U	09682	Not Active	09741	Not Active
09625	B-B1-C-F-U	09683	Not Active	09742	Not Active
09626	B-B1-C-F-U	09684	Not Active	09743	Not Active
09627	B-B1-C-F-U	09685	Not Active	09744	Not Active
09628	B-B1-C-F-F1-U	09686	Not Active	09745	Not Active
09629	Not Active	09687	Not Active	09746	Not Active
09630	B-B1-C-F-U	09688	Not Active	09747	Not Active
09631	B-B1-C-F-U	09689	Not Active	09748	Not Active
09632	Not Active	09690	Not Active	09749	Not Active
09633	Not Active	09691	Not Active	09750	Not Active
09634	Not Active	09692	Not Active	09751	Not Active
09635	Not Active	09693	Not Active	09752	Not Active
09636	B-B1-C-F-U	09694	Not Active	09753	Not Active
09637	Not Active	09695	Not Active	09754	Not Active
09638	B-B1-C-E2-F-U	09696	Not Active	09755	Not Active
09639	Not Active	09697	Not Active	09756	Not Active
09640	Not Active	09698	Not Active	09757	Not Active
09641	Not Active	09699	Not Active	09758	Not Active
09642	B-B1-N-U	09701	Not Active	09759	Not Active
09643	B-B1-U	09702	Not Active	09760	Not Active
09644	B-B1-U	09703	B-B1-C-F1	09761	Not Active
09645	B-B1-U	09704	B-B1-C-D	09762	Not Active
09646	X (11/15/00 to 01/15/01)	09705	B-B1-U	09763	Not Active
09647	B-B1-N-U	09706	B-B1-C-U	09764	Not Active
09648	Not Active	09707	B-B1-C-N-U	09765	Not Active
09649	B-B1-N-U	09708	B-B1	09766	Not Active
09650	Not Active	09709	B-B1-F1	09767	Not Active
09651	Not Active	09710	B-B1-C-C1-F1-M-R-R1-U	09768	Not Active
09652	Not Active	09711	B-B1-F1-Z1	09769	Not Active
09653	Not Active	09712	Not Active	09770	Not Active
09654	Not Active	09713	B-B1-C-F1	09771	Not Active
09655	Not Active	09714	B-B1-C-C1-F1-M-R-R1-U	09772	Not Active
09656	Not Active	09715	B-B1-F1	09773	Not Active
09657	Not Active	09716	B-B1-C-D-N-U	09774	Not Active
09658	Not Active	09717	B-B1-M-W	09775	Not Active
09659	Not Active	09718	B-B1-F-I-N-U	09776	Not Active
09660	Not Active	09719	Not Active	09777	A-B-B1-C-E1-N
09661	Not Active	09720	B-B1-U	09778	Not Active
09662	Not Active	09721	B-B1-N-U-Z1	09779	A-B-B1-F-R
09663	Not Active	09722	B-B1-C-D-N-U	09780	A-B-B1-F-R
09664	Not Active	09723	B-B1-N-U-Z1	09781	A-B-B1-F-N-R
09665	Not Active	09724	B-B1-C-C1-F1-M-R-R1-U	09782	Not Active
09666	Not Active	09725	B-C	09783	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09784	Not Active	09836	A-B-B1-C-F-M-Z1	09889	B-B1-E2-F-H1-R-R1-U2-Z1
09785	Not Active	09837	B-B1-Z1	09890	B-B1-E2-F-H1-R-R1-U2-Z1
09786	Not Active	09838	B-B1-Z1	09891	Not Active
09787	Not Active	09839	A-B-B1-U-Z1	09892	A-B-B1-F-R-R1-Z1
09788	A-B-B1-F-R	09840	Not Active	09893	Not Active
09789	A-B-B1-F-R	09841	A-B-B1-U-Z1	09894	Not Active
09790	A-B-B1-C1-F-R	09842	A-B-B1-Z1	09895	Not Active
09791	A-B-B1-C1-E1-F-M-R	09843	A-B-B1-Z1	09896	Not Active
09792	B-B1-C-F-U	09844	A-B-B1-U-Z1	09897	B-B1-Z1
09793	A-B-B1-F-R	09845	Not Active	09898	B-B1-E2-F-H1-I-R-R1-U2-Z1
09794	A-B-B1-F-R	09846	Not Active		
09795	A-B-B1-C1-F-I-N-R	09847	Not Active	09899	B-F-N-Z1
09796	A-B-B1-C1-F-I-N-R	09848	Not Active	09901	Not Active
09797	Not Active	09849	Not Active	09902	Not Active
09798	Not Active	09850	Not Active	09903	Not Active
09799	Not Active	09851	Not Active	09904	Not Active
09801	Not Active	09852	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09905	Not Active
09802	B-B1-E2-E3-F-H1-R-R1-U1-Z1			09906	Not Active
09803	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09853	B-B1-E2-F-H1-R-R1-U2-Z1	09907	Not Active
		09854	B-B1-E2-F-H1-N-R-R1-U2-Z1	09908	Not Active
09804	Not Active			09909	Not Active
09805	Not Active	09855	B-B1-E2-F-H1-R-R1-U2-Z1	09910	Not Active
09806	Not Active	09856	Not Active	09911	Not Active
09807	Not Active	09857	Not Active	09912	Not Active
09808	Not Active	09858	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09913	Not Active
09809	B-B1-E2-E3-F-H1-R-R1-U1-Z1			09914	Not Active
		09859	Not Active	09915	Not Active
09810	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09860	Not Active	09916	Not Active
		09861	Not Active	09917	Not Active
09811	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09862	Not Active	09918	Not Active
		09863	Not Active	09919	Not Active
09812	B-B1-E2-E3-F-F1-I-N-R-U-Z1	09864	Not Active	09920	Not Active
		09865	A-B-B1-Z1	09921	Not Active
09813	Not Active	09866	Not Active	09922	Not Active
09814	B-B1-E2-E3-F-F1-I-N-R-U-Z1	09867	A-B-B1-F-R-R1-Z1	09923	Not Active
		09868	A-B-B1-U-Z1	09924	Not Active
09815	Not Active	09869	Not Active	09925	Not Active
09816	Not Active	09870	Not Active	09926	Not Active
09817	Not Active	09871	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09927	Not Active
09818	Not Active			09928	Not Active
09819	A-B-F-P-Z1	09872	Not Active	09929	Not Active
09820	Not Active	09873	Not Active	09930	Not Active
09821	A-B-F-Z1	09874	Not Active	09931	Not Active
09822	A-B-F-Z1	09875	Not Active	09932	Not Active
09823	A-B-F-Z1	09876	B-B1-E2-F-H1-R-R1-U2-Z1	09933	Not Active
09824	A-B-F-Z1	09877	Not Active	09934	Not Active
09825	Not Active	09878	Not Active	09935	Not Active
09826	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09879	Not Active	09936	Not Active
		09880	B-B1-E2-F-H1-R-R1-U2-Z1	09937	Not Active
09827	A-B-F-Z1	09881	Not Active	09938	Not Active
09828	B-N-Z1	09882	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09939	Not Active
09829	Not Active			09940	Not Active
09830	B-B1-C-Z1	09883	Not Active	09941	Not Active
09831	B-B1-F-N-U-Z1	09884	Not Active	09942	Not Active
09832	B-B1-U1-Z1	09885	Not Active	09943	Not Active
09833	B-B1-U1-Z1	09886	Not Active	09944	Not Active
09834	B-B1-Z1	09887	Not Active	09945	Not Active
09835	A-B-B1-Z1	09888	B-B1-E2-F-H1-R-R1-U2-Z1		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09946	Not Active	34005	Not Active	34063	Not Active
09947	Not Active	34006	Not Active	34064	Not Active
09948	Not Active	34007	Not Active	34065	Not Active
09949	Not Active	34008	Not Active	34066	Not Active
09950	Not Active	34009	Not Active	34067	Not Active
09951	Not Active	34010	Not Active	34068	Not Active
09952	Not Active	34011	Not Active	34069	Not Active
09953	Not Active	34012	Not Active	34070	Not Active
09954	Not Active	34013	Not Active	34071	Not Active
09955	Not Active	34014	Not Active	34072	Not Active
09956	Not Active	34015	Not Active	34073	Not Active
09957	Not Active	34016	Not Active	34074	Not Active
09958	Not Active	34017	Not Active	34075	Not Active
09959	Not Active	34018	Not Active	34076	B-B1-F1-N-Z1
09960	Not Active	34019	Not Active	34077	Not Active
09961	Not Active	34020	B-B1-M-N-Z1	34078	B-B1-F1-N-Z1
09962	Not Active	34021	B-M-N-Z1	34079	B-B1-F1-N-Z1
09963	Not Active	34022	B-B1-D-F-M-Z1	34080	Not Active
09964	Not Active	34023	B-B1-M-N-Z1	34081	Not Active
09965	Not Active	34024	B-B1-M-N-Z1	34082	Not Active
09966	Not Active	34025	B-B1-F-N-U-Z1	34083	Not Active
09967	Not Active	34026	Not Active	34084	Not Active
09968	Not Active	34027	Not Active	34085	Not Active
09969	Not Active	34028	Not Active	34086	Not Active
09970	Not Active	34029	Not Active	34087	Not Active
09971	Not Active	34030	B-B1-I-M-Z1	34088	Not Active
09972	Not Active	34031	B-B1-M-N-Z1	34089	Not Active
09973	Not Active	34032	B-M-N-Z1	34090	B
09974	Not Active	34033	B-C-F-M-N-Z1	34091	B
09975	Not Active	34034	B-B1-M-N-Z1	34092	B
09976	Not Active	34035	B-B1-H-M-N-Z1	34093	B
09977	Not Active	34036	B-M-N-Z1	34094	Not Active
09978	Not Active	34037	B-B1-C-F-H-I-M-N-Z1	34095	B
09979	Not Active	34038	B-B1-M-N-Z1	34096	Not Active
09980	Not Active	34039	B-Z1	34097	Not Active
09981	Not Active	34040	B-Z1	34098	B
09982	Not Active	34041	B-B1-M-N-U-Z1	34099	B
09983	Not Active	34042	B-B1-D-F-M-Z1	96201	A-B
09984	Not Active	34043	Not Active	96202	Not Active
09985	Not Active	34044	Not Active	96203	A-B
09986	Not Active	34045	Not Active	96204	A-B-B1
09987	Not Active	34046	Not Active	96205	A-B-B1-U
09988	Not Active	34047	Not Active	96206	A-B-B1-U
09989	Not Active	34048	Not Active	96207	A-B-B1
09990	Not Active	34049	Not Active	96208	A-B-B1-U
09991	Not Active	34050	B	96209	Not Active
09992	Not Active	34051	B-Z1	96210	Not Active
09993	Not Active	34052	Not Active	96211	Not Active
09994	Not Active	34053	B-Z1	96212	A-B-B1-U
09995	Not Active	34054	Not Active	96213	A-B-B1-U
09996	Not Active	34055	B-N-Z1	96214	A-B-B1-U
09997	Not Active	34056	Not Active	96215	A-B-B1-U
09998	Not Active	34057	Not Active	96216	Not Active
09999	Not Active	34058	B-B1-Z1	96217	A-B-B1-U
34001	Not Active	34059	Not Active	96218	A-B-B1-U
34002	B-B1-N-U-Z1	34060	Not Active	96219	A-B-B1-U
34003	Not Active	34061	Not Active	96220	A-B-B1-U
34004	Not Active	34062	Not Active	96221	A-B-B1-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96222	Not Active	96280	Not Active	96339	B-B1-M-W
96223	Not Active	96281	Not Active	96340	Not Active
96224	A-B-B1-U	96282	Not Active	96341	Not Active
96225	Not Active	96283	A-B-B1-U	96342	Not Active
96226	Not Active	96284	A-B-B1-U	96343	B-B1-M-W
96227	Not Active	96285	X (11/15/00 to 01/15/01)	96344	Not Active
96228	Not Active	96286	Not Active	96345	Not Active
96229	Not Active	96287	Not Active	96346	Not Active
96230	Not Active	96288	Not Active	96347	B-B1-F-F1-F2-M-W
96231	Not Active	96289	Not Active	96348	B-B1-F-F1-F2-M-W
96232	Not Active	96290	Not Active	96349	B-B1-F-F1-F2-M-W
96233	Not Active	96291	Not Active	96350	B-B1-F-F1-F2-M-W
96234	Not Active	96292	Not Active	96351	B-B1-F-F1-F2-M-W
96235	Not Active	96293	Not Active	96352	Not Active
96236	Not Active	96294	Not Active	96353	Not Active
96237	Not Active	96295	Not Active	96354	Not Active
96238	Not Active	96296	Not Active	96355	Not Active
96239	Not Active	96297	A-B-B1-U	96356	Not Active
96240	Not Active	96298	Not Active	96357	Not Active
96241	Not Active	96299	Not Active	96358	Not Active
96242	Not Active	96301	Not Active	96359	Not Active
96243	Not Active	96302	Not Active	96360	Not Active
96244	Not Active	96303	Not Active	96361	Not Active
96245	Not Active	96304	Not Active	96362	B-B1-F-F1-F2-M-W
96246	Not Active	96305	Not Active	96363	Not Active
96247	Not Active	96306	B-B1-F-F1-F2-M-W	96364	B-B1-L-M-W
96248	Not Active	96307	Not Active	96365	B-B1-M-W
96249	Not Active	96308	Not Active	96366	Not Active
96250	Not Active	96309	B-B1-M-W	96367	B-B1-L-M-W
96251	A-B-B1-U	96310	B-B1-M-W	96368	B-B1-M-W
96252	Not Active	96311	B-B1-M-W	96369	Not Active
96253	Not Active	96312	Not Active	96370	B-B1-F-F1-F2-M-W
96254	Not Active	96313	B-B1-F-F1-F2-M-W	96371	Not Active
96255	Not Active	96314	Not Active	96372	B-B1-M-W
96256	Not Active	96315	Not Active	96373	B-B1-M-W
96257	A-B-B1-U	96316	Not Active	96374	B-B1-M-W
96258	A-B-B1-U	96317	Not Active	96375	B-B1-M-W
96259	A-B-B1-U	96318	Not Active	96376	B-B1-M-W
96260	A-B-B1-U	96319	B-B1-M-W	96377	B-B1-M-W
96261	Not Active	96320	Not Active	96378	B-B1-M-W
96262	A-B-B1-U	96321	B-B1-F-F1-F2-M-W	96379	B-B1-M-W
96263	Not Active	96322	B-B1-F-F1-F2-M-W	96380	Not Active
96264	A-B-B1-U	96323	B-B1-M-W	96381	Not Active
96265	Not Active	96324	Not Active	96382	Not Active
96266	A-B-B1-U	96325	Not Active	96383	Not Active
96267	A-B-B1-U	96326	B-B1-M-W	96384	B-B1-M-W
96268	Not Active	96327	Not Active	96385	X (11/15/00 to 01/15/01)
96269	A-B-B1-U	96328	B-B1-M-W	96386	B-B1-M-W
96270	Not Active	96329	Not Active	96387	B-B1-M-W
96271	A-B-B1-U	96330	B-B1-M-W	96388	B-B1-M-W
96272	Not Active	96331	Not Active	96389	Not Active
96273	Not Active	96332	Not Active	96390	Not Active
96274	Not Active	96333	Not Active	96391	Not Active
96275	A-B-B1	96334	Not Active	96392	Not Active
96276	A-B-B1	96335	Not Active	96393	Not Active
96277	Not Active	96336	B-B1-M-W	96394	Not Active
96278	A-B-B1-U	96337	B-B1-M-W	96395	Not Active
96279	Not Active	96338	B-B1-M-W	96396	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96397	Not Active	96456	Not Active	96515	B-B1-F
96398	Not Active	96457	Not Active	96516	Not Active
96399	Not Active	96458	Not Active	96517	B-B1-F-U3
96401	A-B-B1-M-N-U	96459	Not Active	96518	B-B1
96402	A-B-B1-M-N-U	96460	Not Active	96519	Not Active
96403	A-B-B1-M-N-U	96461	Not Active	96520	B-F-U3
96404	Not Active	96462	Not Active	96521	B-F-N
96405	Not Active	96463	Not Active	96522	B-F-N-U
96406	Not Active	96464	Not Active	96523	Not Active
96407	Not Active	96465	Not Active	96524	Not Active
96408	Not Active	96466	Not Active	96525	Not Active
96409	Not Active	96467	Not Active	96526	Not Active
96410	Not Active	96468	Not Active	96527	Not Active
96411	Not Active	96469	Not Active	96528	Not Active
96412	Not Active	96470	Not Active	96529	Not Active
96413	Not Active	96471	Not Active	96530	A-B-B1-H-M-N-U
96414	Not Active	96472	Not Active	96531	B-B1-H-M-U
96415	Not Active	96473	Not Active	96532	Not Active
96416	Not Active	96474	Not Active	96533	Not Active
96417	Not Active	96475	Not Active	96534	A-B-F
96418	Not Active	96476	Not Active	96535	A-B-B1-F
96419	Not Active	96477	Not Active	96536	B-B1
96420	Not Active	96478	Not Active	96537	B-B1
96421	Not Active	96479	Not Active	96538	B-B1
96422	Not Active	96480	Not Active	96539	Not Active
96423	Not Active	96481	Not Active	96540	B-B1
96424	Not Active	96482	Not Active	96541	B-B1
96425	Not Active	96483	Not Active	96542	B-B1
96426	Not Active	96484	Not Active	96543	B-B1-P
96427	Not Active	96485	Not Active	96544	Not Active
96428	Not Active	96486	Not Active	96545	A-B-B1-H-I-M-N-U
96429	Not Active	96487	Not Active	96546	B-F-U3
96430	Not Active	96488	Not Active	96547	Not Active
96431	Not Active	96489	Not Active	96548	A-B-B1-H-M-U
96432	Not Active	96490	B-B1	96549	A-B-B1-H-M-U
96433	Not Active	96491	Not Active	96550	Not Active
96434	Not Active	96492	Not Active	96551	A-B-B1-H-M-U
96435	Not Active	96493	Not Active	96552	Not Active
96436	Not Active	96494	Not Active	96553	A-B-B1-H-M-N-U
96437	Not Active	96495	Not Active	96554	A-B-B1-H-M-U
96438	Not Active	96496	Not Active	96555	B-B1-F-M
96439	Not Active	96497	Not Active	96556	Not Active
96440	Not Active	96498	Not Active	96557	B-B1-F-M
96441	Not Active	96499	Not Active	96558	B
96442	Not Active	96501	Not Active	96559	Not Active
96443	Not Active	96502	Not Active	96560	Not Active
96444	Not Active	96503	Not Active	96561	Not Active
96445	Not Active	96504	Not Active	96562	Not Active
96446	Not Active	96505	Not Active	96563	Not Active
96447	Not Active	96506	Not Active	96564	Not Active
96448	Not Active	96507	A-B-F	96565	Not Active
96449	Not Active	96508	Not Active	96566	Not Active
96450	Not Active	96509	Not Active	96567	Not Active
96451	Not Active	96510	Not Active	96568	Not Active
96452	Not Active	96511	B-B1-I-N	96569	Not Active
96453	Not Active	96512	Not Active	96570	Not Active
96454	Not Active	96513	Not Active	96571	Not Active
96455	Not Active	96514	Not Active	96572	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96573	Not Active	96616	Not Active	96658	Not Active
96574	Not Active	96617	B	96659	Not Active
96575	Not Active	96618	Not Active	96660	B
96576	Not Active	96619	Not Active	96661	B
96577	Not Active	96620	Not Active	96662	B
96578	Not Active	96621	B	96663	B
96579	Not Active	96622	B	96664	B
96580	A-B-B1-H-I-M-N-U	96623	B	96665	B
96581	Not Active	96624	B	96666	B
96582	Not Active	96625	Not Active	96667	B
96583	Not Active	96626	Not Active	96668	B
96584	Not Active	96627	Not Active	96669	B
96585	Not Active	96628	B	96670	B
96586	Not Active	96629	B	96671	B
96587	Not Active	96630	Not Active	96672	B
96588	Not Active	96631	Not Active	96673	B
96589	Not Active	96632	Not Active	96674	B
96590	Not Active	96633	Not Active	96675	B
96591	Not Active	96634	B	96676	B
96592	Not Active	96635	B	96677	B
96593	Not Active	96636	Not Active	96678	B
96594	A-B-B1-H-I-M-N-U	96637	Not Active	96679	B
96595	B-B1	96638	Not Active	96680	Not Active
96596	A-B-B1-H-I-M-N-U	96639	Not Active	96681	B
96597	A-B-B1-H-I-M-N-U	96640	Not Active	96682	B
96598	B-B1	96641	Not Active	96683	B
96599	B-B1	96642	Not Active	96684	B
96601	B	96643	B	96685	Not Active
96602	B	96644	Not Active	96686	B
96603	B	96645	Not Active	96687	B
96604	B	96646	Not Active	96688	Not Active
96605	B-O	96647	Not Active	96689	Not Active
96606	B	96648	Not Active	96690	Not Active
96607	B	96649	Not Active	96691	Not Active
96608	B	96650	Not Active	96692	Not Active
96609	B	96651	Not Active	96693	Not Active
96610	B	96652	Not Active	96694	Not Active
96611	B	96653	Not Active	96695	Not Active
96612	B	96654	Not Active	96696	Not Active
96613	B-B1-E2-F-H1-I-R1-U2-Z1	96655	Not Active	96697	Not Active
96614	Not Active	96656	Not Active	96698	B
96615	B	96657	B	96699	Not Active

RESTRICTIONS

LEGEND

Form 2976, *Customs - CN 22 (Old C 1) and Sender's Declaration* (green label)

Form 2976-A, *Customs Declaration and Dispatch Note*

AAFES	= Army and Air Force Exchange Service
APO	= Army/Air Force Post Office
Box R	= Retired military personnel
FPO	= Fleet Post Office
DMM	= <i>Domestic Mail Manual</i>
MOM	= Military Ordinary Mail
MPO	= Military Post Office
PAL	= Parcel Airlift
PSC	= Postal Service Center
SAM	= Space Available Mail
USDA	= United States Department of Agriculture

Note: Mail order catalogs are prohibited as SAM or PAL mail.

A. Securities, currency, or precious metals in their raw, unmanufactured state are prohibited. Official shipments are exempt from this restriction.

B. Form 2976-A is required for all mail weighing 16 ounces or more, with exceptions noted below. In addition, mailers must properly complete required customs documentation when mailing any potentially dutiable mail addressed to an APO or FPO regardless of weight. The following are exceptions to the requirement for customs documentation on non-dutiable mail that weighs 16 ounces or more:

- Known mailers are exempt from providing customs documentation on non-dutiable letters, and printed matter weighing 16 ounces or more. (A known mailer is anyone who legally applies a permit imprint to a mailpiece. Mail with meter postage is not considered to be from a known mailer.)
- All federal, state, and local government agencies are exempt from providing customs documentation on mail addressed to an APO or FPO, except for those APOs/FPOs to which restriction B2 applies.
- Prepaid mail from military contractors is exempt, providing the mailpiece is endorsed "Contents for Official Use — Exempt from Customs Requirements."

B1. Form 2976 or 2976-A is required. Articles are liable for customs duty and/or purchase tax unless they are bona fide gifts intended for use by military personnel or their dependents. When the contents of a parcel meet these requirements, the mailer must endorse the customs form, "Certified to be a bona fide gift, personal effects, or items for personal use of military personnel and dependents," under the heading, Description of Contents.
Exceptions: All other exceptions listed in restriction B above are applicable to this restriction.

B2. All federal, state, and local government agencies must complete customs documentation when sending mail addressed to or from this APO or FPO weighing 16 ounces or more.

C. Cigarettes and other tobacco products are prohibited.

C1. Obscene articles, prints, paintings, cards, films, videotapes, etc., and horror comics and matrices are prohibited.

D. Coffee is prohibited.

E1. Medicines or vaccines not conforming to French laws are prohibited.

E2. Any matter containing religious materials contrary to Islamic faith or depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited.

E3. Radio transceivers, cordless telephones, global positioning systems, scanners, base stations, and hand-held transmitters are prohibited.

F. Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM C024.1.1C. This restriction does not apply to firearms mailed to or by official U.S. government agencies.

F1. Privately owned weapons addressed to an individual are prohibited in any class of mail.

F2. Importation of firearms is restricted to one shotgun and one single shot .22 caliber rifle per individual.

G. Only First-Class letters, Periodicals, and Standard Mail (A) are authorized.

H. Meats, including preserved meats, whether hermetically sealed or not, are prohibited.

H1. Pork or pork by-products are prohibited.

I. Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions:

Length	72" length and girth combined
42"	24" girth
over 44" to 46"	20" girth
over 46" to 48"	16" girth
Maximum length	48"

This restriction does not apply to registered mail and official government mail marked MOM.

I1. This restriction does not apply to registered mail.

I2. This restriction does not apply to official government mail marked MOM.

J. Parcels may not exceed 108 inches in length and girth combined.

K. Mail that includes in the address the words, "Dependent Mail Section," may consist only of letter mail, newspapers, magazines, and books. No parcel of any class containing any other matter may be mailed to the Dependent Mail section. This restriction does not apply if the address does not include the words "Dependent Mail Section."

L. All official mail is prohibited.

M. Fruits, animals, and living plants are prohibited.

N. Registered mail is prohibited.

O. Personal mail addressed to vessels using this number is limited to unregistered First-Class Mail and certified mail. Other classes of mail are prohibited.

P. APO is used for the receipt and dispatch of official mail only.

Q. Mail may not exceed 66 pounds, and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.

R. All alcoholic beverages, including those available under DMM C021, are prohibited.

R1. Materials used in the production of alcoholic beverages (i.e., distilling material, hops, malts, yeast, etc.) are prohibited.

T. Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.

U. Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."

U1. Mail is limited to First-Class Mail weighing 13 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped." Videotapes are prohibited when addressed to Box R, regardless of weight.

U2. Mail is limited to First-Class letters only when addressed to Box R.

U3. Mail is limited to First-Class correspondence (including voice and video cassettes), newspapers, magazines, photographs, not exceeding 16 ounces, when addressed to Box R.

W. Meat products, such as dried beef, salami, and sausage, may be mailed, provided they remain in their original, hermetically sealed packages and bear USDA certification. Other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves, including chewing and pipe tobacco, snuff, cigars, and cigarettes, or obscene material, including obscene drawings, photographs, films, and carvings, are prohibited. Exception: 200 grams of tobacco per parcel are permitted duty free.

X. Personal mail is limited to First-Class Mail (to include audio cassettes and voice tapes) weighing 13 ounces or less. This limitation does not apply to official mail.

Y. Mail is limited to First-Class and Priority Mail only. All Periodicals, Standard Mail (A), and Standard Mail (B) (including SAM and PAL) are not authorized. This restriction also applies to official mail.

Z. No outside pieces (OSPs).

Z1. The Anti-Pilferage Seal (Item No O818-A) is required on all pouches and sacks.

— *International Operations Support,
Network Operations Management, 10-19-00*

Finance

HANDBOOK F-1 REVISION

Main Stock and Unit Reserve Stock Count Results

Effective accounting period (AP) 2, postal fiscal year (PFY) 2001, Handbook F-1, *Post Office Accounting Procedures*, is revised so that the following account identifier codes (AICs) are deactivated and placed on the reserve list:

- AIC 049, Main/Reserve Stock Overage.
- AIC 449, Main/Reserve Stock Overage Withdrawal.
- AIC 768, Main/Reserve Stock Shortage.
- AIC 368, Main/Reserve Stock Shortage Cleared.

These AICs are no longer used to record overages and shortages from main stock and unit reserve stock counts. AIC 057, Employee Overage, and AIC 767, Employee Shortage, are now used to record main stock and unit reserve stock count results.

This revision will be incorporated into the next printed edition of Handbook F-1.

Handbook F-1, *Post Office Accounting Procedures*

Appendix A Account Identifier Code and General Ledger Account Crosswalk

* * * * *

[Amend the following entries:]

AIC	GLA	PSFR	Title	Description
049			Reserved	
449			Reserved	
368			Reserved	
768			Reserved	

— *Post Office Accounting, Finance, 10-19-00*

Timekeeping for Rural Carrier Work on November and December Relief Days

The timekeeping instructions described here apply from the beginning of the guarantee year (November 4, 2000) through the last day of the Christmas period (December 26, 2000). During this time frame, which includes pay periods 24-2000, 25-2000, 26-2000, and 01-2001 (through Tuesday of week 2), record relief days worked by regular rural carriers on PS Form 1314, *Regular Rural Carrier Time Certificate*, as follows:

1. Carriers who work a relief day during this time frame who are entitled to a future day off (X day) must be given that X day during the same pay period. Record Days Assigned Carrier Absent (DACA) Code R or 3 on PS Form 1314 for the relief day that is worked, and record DACA Code X on the day that is taken off. The Rural Time and Attendance Processing System (RTAPS) does not accept any PS Forms 1314 that contain either DACA Code 3 or DACA Code R without a corresponding DACA Code X.

2. Record DACA Code 5 on PS Form 1314 for the relief day that is worked if an X day is not taken during the same pay period that the relief day is worked or if the carrier is on the relief day work list and selects the option for 150 percent compensation. When DACA Code 5 is entered, the carrier does not receive an X day.
3. Carriers may not use any X days that were earned in previous pay periods during this time frame. RTAPS does not accept any PS Forms 1314 that contain a DACA Code X without either a corresponding DACA Code 3 or DACA Code R.

— *Payroll Accounting, Finance, 10-19-00*

Rural Carrier X Day Balance

Effective November 4, 2000 (pay period 24-2000), the payroll system begins tracking the number of X days available for use by each regular rural carrier. With the implementation of this new system, rural carriers will be paid for X days only if they have a sufficient balance of days available.

Definition

An X day is a day off that a regular rural carrier is granted for working on a previous relief day. When a carrier uses an X day, Days Assigned Carrier Absent (DACA) Code X is entered on the employee's PS Form 1314, *Regular Rural Carrier Time Certificate*, for that day, and the carrier is paid a full day's evaluation for the day. *A carrier may not use an X day unless he or she has earned it by working on a previous relief day.* Only regular rural carriers (Designation 71) and substitute rural carriers (Designation 72) who are FLSA Code B are eligible for X days.

Individual X Day Balance

Each regular carrier's X day balance will appear either on the employee's PS Form 1223-A, *Earnings Statement*, or PS Form 1223-B, *Earnings Statement — Net to Bank*. Each time a carrier works a relief day for which a future day off is to be granted, one day will be added to the employee's X day balance. The following DACA Codes will result in the addition of an X day to the balance:

- R - Relief Day Worked
- 3 - Relief Day Worked — paid at 50%
- Y - Relief Day Worked — nonrural

Each time an employee uses an X day, one day will be deducted from the employee's X day balance.

Beginning in pay period 24-2000, the Rural Time and Attendance Processing System (RTAPS) and the Rural Adjustment System (RAPS) will not allow entry of DACA Code X to an employee's record unless the employee has a sufficient X day balance.

Initial Balance (pay period 24-2000)

Earlier this year, all district Finance offices submitted a listing of all regular rural carriers' X day balances as of the end of pay period 01-2000. These balances, combined with the total X days earned and used in pay periods 02 through 23, were used to calculate the X day balance for pay period 24-2000. A report detailing the calculation of each employee's initial balance will be sent to the district DDR printer during pay period 24-2000.

Report any errors in the initial X day balance to your district Finance office. X day balances can be changed or corrected only by the Eagan Accounting Service Center.

— *Payroll Accounting, Finance, 10-19-00*

Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 445

Keep all foreign order notices for use as reference.

Tentative Orders

A Tentative Lottery Order has been issued against the following:

Australia

A I W G
MAIL FORWARDING CENTRE
PO BOX 710
ALBION DC QLD 4010
AUSTRALIA

A I W G
MAIL FORWARDING CENTRE
LOCKED BAG 7799
SPRING HILL 4004
AUSTRALIA

Canada

DAMIEN STACK AND
THE NATIONAL AUDIT CENTER
4261 A-14 HIGHWAY 7
SUITE 900
UNIONVILLE ONTARIO L3R 9W6
CANADA

Germany

LE ALBERT
CLIENT SERVICE DIVISION
KLAUS P DEPPE
KRAEHENWINKEL 21
D-31840 HESS OLDENDORF
GERMANY

LA MEIEREBERT
ORDER CENTER
POSTFACH 2363
LIEBIGSTR.3
32013 HERFORD
GERMANY

Do not dispatch any mail to the above. Place the mailpieces in a pouch endorsed "Foreign Order Mail" and send it to:

POSTMASTER
CLAIMS AND INQUIRY
JAMES A FARLEY BUILDING RM 2029A
NEW YORK NY 10199-9652

Do not place any endorsement on the mailpieces themselves.

Personnel may post this notice at the outgoing primary. They must post it on the Foreign Order Board at all processing and distribution plants, designated international exchange offices, and customer service plants.

— Recorder's Office, Judicial Officer, 10-19-00

Withholding of Mail Orders

Withholding of mail orders is enforced by postmasters at the cities listed below:

State/City	Names Covered
CA, Fowler 93625-0057	Any And All Various Names Other Than Mark S. Tigner And Charles Stanley Tigner, P.O. Box 57
CA, Fresno 93727-1528	Any And All Various Names Other Than Select Services And Charles Stanley Tigner, 1945 N. Fine St., #110-A
CA, Fresno 93727-5138	Any And All Various Names Other Than The Surname Sims, 5124 E. Butler Ave.
CA, Fresno 93747-8341	Any And All Various Names Other Than Mark S. Tigner And Charles Stanley Tigner, P.O. Box 8341
CA, Porterville 93258-4401	Any And All Various Names Other Than Select Services And Charles Stanley Tigner, P.O. Box 4401
IN, Indianapolis 46208-5207	Any And All Of Various Names Other Than The Surnames Of Cooper Or Wilson Or Names Of Eriq D. Raine Or Eriq D. Wilson-Raine, 2340 N. Harding Street
MD, Baltimore 21221-3188	Any And All Of Various Names Other Than The Surname Peay, 1617 Doolittle Road, Apt. B
MD, Westminster 21157-4502	Any And All Of Various Names Other Than The Surname Neff And The Names Christopher Hanson And Bradley Walker and Michael Walker And Jason Walker And Rose Neff and Rose Adams, 36 Pennsylvania Avenue
MD, Westminster 21157-2157	Any And All Of Various Names Other Than The Surname Neff And The Names Christopher Hanson And Bradley Walker and Michael Walker And Jason Walker And Rose Neff and Rose Adams, P.O. Box 2157

— Recorder's Office, Judicial Officer, 10-19-00

Domestic Orders

False representation is enforced by the postmaster at the city listed below:

State/City	Names Covered	Product
CA, Sherman Oaks 91403-2444	Lausanne Leman - The Swiss Laboratories or The Swiss Laboratories, 15030 Ventura Blvd., #768	A diet scheme.

— Recorder's Office, Judicial Officer, 10-19-00

Missing, Lost, or Stolen U.S. Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*. The

actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

011 582 1889 to 011 582 1899	383 314 3968 to 3999	399 792 7775 to 7799	412 485 6610 to 6699
011 588 2900 to 011 588 3099	383 892 1000 to 1344	399 792 8300 to 8399	412 885 5953 to 5999
012 579 5675 to 012 579 5699	383 892 1382 to 1399	400 427 1051 to 1999	414 193 3608 to 3674
013 289 6176 to 013 289 6199	384 925 3641 to 3654	401 045 1505 to 1549	414 193 3677 to 3699
013 610 0014 to 013 610 0099	385 568 2331 to 2399	401 045 1571 to 1599	414 411 7348 to 7399
014 932 1000 to 014 932 1099	385 599 7554 to 7575	401 294 2700 to 2799	414 640 0757 to 0799
014 972 0800 to 014 972 0899	385 774 2024 to 2099	401 310 9505 to 9599	414 965 1727 to 1799
015 363 0007 to 015 363 0099	386 624 1412 to 1599	401 382 5312 to 5399	417 302 8104 to 8199
018 986 5264 to 018 986 5299	386 883 8936 to 8999	402 578 7876 to 7899	417 387 6532 to 6599
210 221 0548 to 210 221 0599	387 314 5574 to 5599	403 125 6744 to 6799	417 496 6800 to 6999
273 070 8059 to 273 070 8099	387 837 6300 to 6399	403 260 7000 to 7499	417 871 9250 to 9299
273 775 7700 to 273 775 7899	388 828 0656 to 0699	403 280 6470 to 6499	417 930 9533 to 9599
302 000 0000 to 302 123 9999	389 696 2400 to 2799	403 685 8600 to 8699	418 164 6500 to 6799
349 746 2056 to 2099	389 846 3104 to 3135	404 003 0300 to 0399	418 423 9863 to 9899
350 518 7350 to 7374	389 846 3145 to 3195	404 041 8838 to 8899	418 633 5922 to 5999
360 011 1690 to 1699	389 887 9211 to 9230	404 071 4268 to 4299	418 719 8520 to 8599
360 168 6008 to 6099	389 887 9234 to 9299	404 347 5356 to 5399	418 744 2235 to 2299
360 173 8800 to 8899	390 001 3182 to 3199	404 347 5548 to 5599	418 962 2848 to 2899
360 324 2326 to 2399	390 001 3500 to 3699	404 726 4500 to 4599	419 543 0286 to 0299
362 861 3064 to 3099	390 545 5974 to 5999	404 961 5001 to 5199	419 730 0300 to 0399
373 006 2176 to 2199	391 104 6146 to 6199	405 325 0188 to 0198	420 277 0015 to 0049
374 768 2600 to 2699	391 574 1466 to 1499	406 009 4587 to 4599	420 599 0734 to 0798
375 169 4400 to 4599	391 783 3020 to 3599	406 260 6830 to 6899	420 661 4115 to 4199
375 829 3400 to 3499	391 792 6100 to 6199	406 459 6641 to 6999	420 758 9500 to 9699
375 851 9100 to 9199	392 668 2956 to 2999	406 733 3000 to 3999	420 969 3951 to 3971
376 196 0911 to 0999	392 854 8500 to 8899	407 545 1557 to 1599	420 969 3973 to 3999
378 085 3679 to 3699	393 584 7566 to 7699	407 594 0412 to 0599	421 116 3565 to 3599
378 351 1063 to 1099	393 650 0074 to 0099	407 692 9100 to 9299	421 130 9300 to 9399
379 843 5100 to 5199	393 838 8316 to 8499	407 959 2190 to 2199	421 313 4500 to 4999
380 093 9600 to 9699	393 893 6007 to 6099	408 265 2275 to 2288	421 364 5537 to 5599
380 165 1165 to 1199	394 126 6907 to 6999	408 499 7700 to 7799	421 656 2609 to 2699
381 325 4500 to 4599	394 189 0405 to 0599	408 499 7900 to 7999	421 988 9700 to 9799
381 604 2510 to 2699	394 822 3243 to 3278	408 682 8484 to 8599	422 172 4667 to 4699
381 645 9525 to 9599	394 990 1810 to 1899	408 698 7015 to 7099	422 484 4212 to 4299
	395 343 3264 to 3299	409 072 3941 to 3999	422 556 1270 to 1299
	395 373 3035 to 3099	410 491 2311 to 2399	422 587 7024 to 7099
	395 396 9649 to 9799	410 694 8400 to 8599	422 819 7533 to 7599
	395 970 3240 to 3299	410 775 1500 to 1599	422 842 5073 to 5087
	397 622 4054 to 4099	410 795 7927 to 7999	422 907 7563 to 7599
	397 819 8902 to 8999	410 867 0917 to 0966	424 500 6050 to 6099
	398 149 7200 to 7699	410 867 0970 to 0999	424 641 8500 to 8599
	399 070 0872 to 0899	411 868 1023 to 1199	424 871 6600 to 6699
	399 156 7119 to 7199	411 922 2322 to 2399	425 298 2352 to 2399
	399 203 5064 to 5099	412 193 0900 to 0999	425 418 4269 to 4299
	399 296 9910 to 9999	412 395 8599 to 8699	425 418 4405 to 4499
	399 396 8935 to 8999	412 485 6500 to 6599	426 547 4566 to 4599

427 412 6337 to	6499	452 890 4679 to	4799	464 711 4332 to	4399	480 526 2000 to	2099
427 481 0900 to	0999	452 900 8215 to	8238	465 692 3963 to	3999	480 640 6330 to	6399
428 027 2742 to	2752	453 117 9146 to	9199	465 698 8300 to	8599	480 658 0568 to	0599
429 474 4172 to	4199	453 334 3631 to	3699	465 743 7745 to	7799	480 689 5100 to	5199
429 889 2900 to	2999	453 603 7841 to	7891	466 798 6056 to	6067	481 072 9463 to	9499
430 150 4401 to	4599	453 650 1140 to	1199	467 147 4300 to	4399	481 673 0074 to	0095
430 172 9800 to	9899	453 741 1300 to	1399	468 079 5782 to	5799	482 527 1500 to	1599
430 177 1900 to	2099	454 013 2919 to	2999	469 067 2817 to	2899	482 541 5255 to	5299
430 444 9500 to	9699	454 186 2411 to	2499	469 127 8000 to	8199	482 729 6800 to	6899
430 664 4070 to	4099	454 268 4883 to	4899	469 213 0359 to	0399	483 363 7207 to	7299
432 168 8419 to	8499	454 302 5400 to	5499	469 213 0500 to	0599	483 402 2356 to	2399
432 708 6800 to	6999	454 490 8300 to	8399	469 561 8011 to	8099	483 486 5100 to	5199
432 744 1544 to	1599	454 547 7434 to	7499	469 658 1961 to	1999	483 632 1521 to	1599
432 995 9775 to	9799	454 922 4867 to	4895	469 666 9900 to	9999	483 632 2600 to	2799
433 003 5800 to	5899	455 221 1348 to	1499	469 678 1900 to	1999	483 849 1615 to	1699
433 757 3047 to	3099	455 364 2147 to	2199	469 781 4900 to	4999	484 174 4803 to	5299
433 765 4003 to	4099	455 399 5400 to	5499	469 947 6960 to	6999	484 323 8900 to	9199
434 482 7060 to	7199	455 476 0676 to	0699	470 755 5800 to	5818	484 680 5000 to	5038
434 513 2386 to	2399	455 543 0618 to	0699	471 918 0300 to	0999	484 680 5040 to	5074
434 968 3076 to	3092	456 410 9006 to	9099	471 985 2408 to	2419	484 680 5077 to	5099
435 303 1831 to	1842	456 470 4146 to	4299	472 191 6700 to	6799	485 029 4913 to	4999
435 303 1986 to	1999	456 619 4460 to	4499	472 270 2555 to	2599	486 176 0600 to	0699
435 666 6092 to	6399	457 333 2686 to	2699	472 987 0213 to	0241	486 559 7555 to	7599
436 082 6400 to	6899	457 729 1767 to	1777	472 987 0290 to	0299	486 696 3023 to	3199
436 160 6441 to	6499	457 937 8615 to	8699	473 151 2069 to	2199	488 173 7900 to	7999
437 316 7115 to	7199	458 028 9810 to	9899	473 666 9138 to	9199	488 206 4100 to	4199
437 427 0500 to	3499	458 057 2712 to	2999	473 952 3429 to	3499	488 226 0200 to	0299
439 179 2300 to	2399	458 069 9537 to	9599	474 108 5402 to	5499	488 709 3906 to	3999
439 310 0458 to	0499	458 069 9665 to	9699	474 356 5193 to	5299	488 855 8359 to	8399
440 698 1947 to	1999	458 337 5222 to	5299	474 949 3366 to	3399	489 181 8963 to	8999
440 858 6300 to	6399	458 354 7653 to	7999	475 134 9362 to	9399	489 223 2000 to	2099
440 858 6420 to	7299	458 671 8678 to	8699	475 167 9667 to	9699	489 311 1930 to	1999
441 199 1655 to	1699	458 671 8721 to	8798	475 319 3415 to	3499	489 318 6200 to	6300
443 127 3648 to	3699	458 847 5044 to	5999	475 319 3649 to	3799	489 384 0027 to	0099
443 127 4000 to	4099	459 274 7624 to	7699	475 340 6400 to	6599	489 427 0658 to	0899
443 673 7900 to	7999	459 365 5432 to	5499	475 424 8410 to	8499	489 997 5252 to	5299
443 800 9335 to	9399	459 378 5764 to	5799	475 629 9156 to	9199	490 669 5850 to	6099
444 382 8822 to	8899	459 472 4816 to	4999	475 850 6101 to	6199	490 717 7080 to	7099
444 390 1667 to	1699	460 349 6878 to	6899	475 875 2500 to	2599	490 721 6000 to	6099
444 457 3854 to	3899	460 550 1909 to	1999	476 169 8264 to	8299	490 793 1500 to	2099
450 048 4173 to	4199	460 997 5234 to	5299	476 189 3000 to	3499	490 886 8171 to	8199
450 048 4442 to	4699	461 973 6443 to	6499	476 331 2480 to	2499	490 977 9221 to	9240
450 560 5173 to	5199	462 152 0107 to	0299	477 289 8601 to	8699	491 258 8100 to	9099
450 620 3077 to	3099	462 274 1072 to	1099	477 681 5206 to	5299	491 567 1376 to	1399
450 620 3135 to	3199	462 277 8373 to	8399	478 010 4243 to	4268	492 254 4800 to	4899
450 780 2716 to	2799	462 554 6051 to	6099	478 010 4270 to	4291	492 283 5100 to	5199
450 801 2700 to	2799	463 011 5529 to	5540	478 450 5071 to	5099	492 610 6813 to	6899
451 109 2967 to	2984	463 176 4115 to	4199	478 469 7838 to	7858	493 394 5568 to	5599
451 115 4110 to	4125	463 176 4229 to	4299	478 469 7883 to	7899	493 470 2562 to	2599
451 115 4127 to	4199	463 185 2600 to	2799	479 280 9800 to	9899	493 473 7700 to	7799
452 265 0074 to	0099	463 227 7711 to	7799	479 365 9116 to	9176	493 716 2153 to	2199
452 265 0246 to	0299	463 414 4869 to	4899	479 412 9900 to	9999	494 206 2972 to	2999
452 265 0335 to	0999	463 808 3484 to	3499	479 667 6190 to	6199	494 217 3446 to	3999
452 509 1169 to	1199	463 945 7400 to	7899	479 748 9680 to	9699	494 224 0500 to	0599
452 855 6471 to	6499	464 629 9000 to	9399	479 860 7000 to	7199	495 145 0600 to	0699

496 209 7425 to	7499	612 751 5226 to	5299	633 438 6429 to	6599	646 242 6200 to	6299
496 213 8728 to	8799	612 751 6083 to	6099	633 588 7173 to	7182	646 270 7639 to	7799
496 474 5226 to	5248	612 751 6268 to	6299	634 725 0700 to	0799	646 798 4000 to	4999
497 053 8517 to	8699	612 751 6572 to	6599	634 803 3239 to	3299	647 048 7035 to	7099
497 854 8673 to	8699	612 774 2111 to	2199	634 807 2474 to	2499	647 049 2900 to	2999
498 449 8888 to	8899	612 774 2254 to	2299	634 827 5900 to	5999	647 398 8300 to	8399
498 929 8285 to	8499	612 774 2500 to	2599	634 886 3428 to	3499	647 398 8481 to	8499
498 936 5310 to	5399	614 469 0979 to	0999	635 559 3449 to	3499	647 437 3000 to	4999
499 016 5425 to	5499	614 474 3000 to	3099	636 289 6214 to	6299	647 811 2188 to	2199
499 440 8575 to	8899	614 521 3490 to	3499	636 634 8007 to	8042	648 009 6057 to	6099
499 731 6717 to	6799	614 645 1800 to	1899	637 150 1200 to	1299	648 163 5300 to	5499
500 064 1858 to	1869	614 832 1100 to	2099	637 562 5828 to	5899	648 722 5283 to	5299
500 070 5725 to	7799	615 017 7505 to	7599	638 042 1647 to	1699	648 892 3164 to	3199
600 645 3223 to	3299	617 711 6609 to	6699	638 049 4984 to	4999	649 100 3989 to	3999
601 339 1200 to	1399	617 760 5266 to	5299	638 318 1115 to	1199	649 647 0370 to	0399
601 653 5884 to	5899	617 813 3601 to	3699	638 318 1453 to	1499	649 647 0522 to	0599
601 661 7700 to	7799	618 840 9200 to	9299	638 885 0000 to	0299	649 647 5237 to	5399
601 682 5343 to	5399	619 551 7229 to	7299	638 903 4362 to	4373	649 647 9100 to	9299
601 928 1600 to	1699	619 859 3000 to	3099	639 415 1929 to	1999	649 666 7800 to	8299
602 512 2972 to	2999	620 073 9400 to	9499	639 415 2019 to	2099	650 114 7707 to	7719
602 555 2400 to	2799	621 614 7907 to	7930	639 420 6200 to	6299	650 130 3400 to	3599
602 829 7061 to	7099	621 614 7932 to	7999	639 469 3517 to	3799	650 213 0406 to	0499
603 483 9572 to	9599	621 648 8021 to	8199	639 605 2143 to	2199	650 555 1749 to	1799
603 490 7200 to	7299	621 648 8500 to	8599	639 657 8600 to	8799	650 564 1900 to	1999
603 678 7100 to	7199	621 904 8351 to	8599	640 289 7500 to	7599	650 627 4212 to	4299
603 678 7662 to	7699	621 916 1978 to	1989	640 289 7700 to	7999	650 736 2043 to	2099
603 678 7902 to	7999	622 989 8032 to	8099	641 170 4420 to	4499	650 739 1540 to	1699
603 678 8418 to	8499	623 076 9300 to	9399	641 318 3133 to	3199	651 741 4415 to	4499
603 678 8700 to	9999	623 819 5006 to	5099	641 378 6500 to	6999	651 882 2800 to	2899
604 086 0880 to	0899	623 895 8200 to	8399	641 383 8739 to	8799	652 754 6317 to	6399
604 349 1414 to	1499	623 917 0000 to	0099	641 877 3187 to	3299	653 131 4945 to	4999
604 503 7776 to	7799	623 917 0200 to	0299	641 877 3310 to	3399	653 426 3300 to	3399
605 520 9037 to	9099	624 468 5288 to	5299	642 355 8094 to	8199	653 455 4874 to	4899
605 685 4010 to	4099	624 665 3162 to	3198	642 355 8308 to	8999	654 238 0000 to	0399
605 988 6467 to	6499	625 088 6735 to	6799	642 900 0018 to	0099	654 404 3065 to	3092
607 689 7951 to	7960	625 916 9500 to	9799	643 030 6254 to	6299	654 962 2900 to	3199
607 728 1276 to	1299	625 968 8956 to	8999	644 066 0882 to	0899	655 103 5081 to	5199
608 727 7100 to	7199	627 005 3938 to	3999	644 069 0600 to	0699	655 523 2600 to	2999
608 727 7273 to	7599	627 384 3907 to	4099	644 077 7506 to	7699	656 305 2448 to	2499
608 813 9950 to	9999	627 496 7549 to	7599	644 085 8157 to	8199	657 347 4438 to	4999
609 067 5325 to	5399	627 708 3605 to	3699	644 112 9839 to	9899	657 710 8100 to	8999
609 067 5488 to	5499	627 776 2500 to	2599	644 373 9083 to	9099	657 780 0985 to	0999
609 067 5600 to	5699	628 226 3100 to	3199	644 380 1460 to	1499	658 586 1400 to	1499
609 289 6123 to	6199	628 814 4702 to	4799	644 733 4715 to	4799	658 877 8000 to	8199
609 438 4400 to	4499	628 851 9689 to	9699	644 900 9712 to	9799	658 880 8000 to	8199
609 493 1100 to	1199	629 510 7200 to	7299	644 901 0109 to	1299	659 398 7300 to	7399
609 766 8091 to	8999	629 964 4200 to	4294	644 901 1325 to	1399	659 706 8113 to	8199
609 825 4100 to	4115	630 389 3056 to	3071	644 923 6800 to	7799	659 846 7837 to	7899
609 884 2981 to	2999	630 463 0588 to	0599	644 932 4655 to	4699	660 510 4100 to	4199
609 893 1000 to	1099	631 459 9117 to	9199	645 318 7240 to	7499	660 673 0400 to	0599
610 092 3200 to	3299	631 762 9325 to	9399	645 333 1766 to	1799	661 488 5000 to	5099
610 582 4200 to	4299	632 217 4933 to	4999	645 790 8632 to	8699	661 609 9100 to	9199
611 879 6939 to	6999	632 500 0000 to	9999	645 821 0657 to	0699	661 716 9420 to	9499
612 291 8013 to	8099	633 110 4165 to	4199	645 930 7948 to	7999	661 906 6522 to	6599
612 751 5171 to	5199	633 110 4303 to	4499	645 975 0737 to	0762	662 021 8332 to	8399

662 068 0700 to 0899	683 415 1200 to 1499	701 028 6780 to 6899	835 813 3015 to 3099
662 553 0774 to 0799	683 444 8159 to 8199	701 213 3900 to 3999	838 518 1257 to 1299
663 078 7034 to 7099	685 154 7780 to 7789	701 267 2000 to 3999	839 718 8257 to 8299
663 763 5300 to 5399	685 623 5264 to 5299	701 335 7312 to 7399	840 323 0600 to 0699
663 883 7039 to 7499	685 650 9487 to 9499	701 369 2005 to 2050	840 875 6235 to 6299
664 253 8000 to 8499	685 669 4200 to 4299	701 503 2247 to 2299	840 910 0900 to 0999
664 656 3055 to 3099	685 757 8452 to 8499	701 541 2271 to 2299	841 349 5000 to 5099
665 174 6400 to 6499	686 071 2694 to 2799	701 553 6557 to 6599	841 805 7747 to 7899
665 274 8208 to 8299	686 176 3333 to 3354	701 601 3457 to 3499	841 805 7944 to 8099
665 669 5400 to 5499	686 372 3200 to 3299	701 605 5913 to 5999	842 226 0685 to 0695
666 132 8226 to 8299	686 644 5879 to 5899	701 695 3982 to 3999	842 685 4600 to 4699
666 696 2209 to 2299	686 931 7636 to 7699	701 695 4148 to 4199	842 685 4742 to 4999
666 696 2309 to 2399	687 601 0973 to 0999	701 695 4227 to 4299	842 860 0300 to 0399
667 032 9300 to 9399	687 614 6774 to 6799	701 708 1741 to 1799	842 898 5582 to 5599
667 729 5529 to 5599	688 120 9000 to 9999	701 736 3966 to 3999	843 062 7100 to 7199
668 383 8400 to 8699	688 314 3107 to 3191	701 838 2800 to 2899	843 077 6288 to 6299
670 368 3400 to 3499	690 291 1361 to 1371	701 941 0600 to 0699	843 077 6378 to 6399
670 369 7336 to 7399	690 788 2877 to 2899	702 171 1603 to 1699	843 758 5769 to 5778
670 750 7169 to 7199	690 893 5344 to 5399	702 195 5109 to 5199	843 786 2554 to 2699
671 046 6200 to 6399	690 893 5512 to 5599	702 254 9300 to 9399	845 727 2100 to 2199
671 251 5448 to 5499	690 904 1300 to 1599	702 264 7569 to 7599	845 746 2618 to 2635
671 926 5600 to 5799	690 941 6000 to 6199	702 713 1800 to 1809	847 284 2481 to 2499
672 444 2000 to 2999	691 313 6383 to 6399	702 821 5730 to 5799	847 374 7055 to 7065
672 828 3410 to 3499	691 313 6600 to 6699	702 821 5805 to 5899	847 636 5304 to 5399
673 167 5776 to 5799	691 582 8003 to 8099	702 878 0114 to 0199	847 700 5447 to 5499
675 464 3700 to 3799	691 664 1800 to 1999	740 002 7710 to 7719	847 723 7500 to 7599
675 464 4000 to 4199	691 664 2400 to 2499	806 087 1100 to 1499	849 792 2600 to 2699
676 365 5958 to 5999	692 727 9362 to 9399	806 268 9275 to 9299	850 546 1862 to 1899
676 669 1024 to 1099	692 798 1800 to 1899	806 534 3400 to 3477	851 143 6826 to 6844
677 126 6734 to 6799	693 249 0779 to 0799	807 342 3283 to 3399	851 209 9880 to 9899
677 333 9979 to 9999	693 249 0877 to 1699	808 086 7100 to 7199	851 928 9221 to 9299
677 466 1088 to 1099	693 445 0566 to 0999	808 090 3440 to 3499	852 589 6560 to 6599
678 071 4500 to 4799	693 448 8500 to 8999	808 325 5161 to 5699	854 304 4089 to 4999
678 096 7531 to 7599	693 645 9583 to 9599	808 784 8000 to 8299	855 319 9364 to 9399
679 909 2578 to 2599	693 965 4200 to 4299	830 602 5800 to 5999	856 226 0490 to 0499
680 112 9565 to 9599	695 741 2906 to 2999	830 610 3700 to 3799	856 656 5800 to 5999
680 244 0903 to 0999	695 947 8518 to 8599	830 983 3500 to 3599	856 752 0200 to 0299
680 412 6046 to 6099	696 662 8247 to 8299	830 983 3635 to 3699	859 063 8200 to 8699
680 761 6800 to 6899	697 447 8285 to 8296	831 354 1387 to 1399	859 190 0600 to 0644
681 677 0540 to 0699	698 042 4816 to 4899	831 815 8240 to 8299	859 855 8873 to 8999
682 070 1029 to 1099	698 227 0000 to 0099	832 525 3810 to 3899	869 800 0000 to 999 9999
682 956 6280 to 6299	700 065 2570 to 2599	833 159 1884 to 1899	870 054 4814 to 4899
682 956 6490 to 6599	700 065 4800 to 4899	833 456 2567 to 2599	870 491 4812 to 4849
682 956 6700 to 6799	700 190 3350 to 3359	833 566 3015 to 3071	870 536 5820 to 5829
682 965 1178 to 1199	700 228 6048 to 6099	834 316 5444 to 5499	870 541 7167 to 7239
682 965 1201 to 1299	700 650 0452 to 0499	835 269 5700 to 5799	870 575 8155 to 8999
683 118 2389 to 2399	700 666 1323 to 1349	835 496 7303 to 7399	870 589 0485 to 0494
683 378 2000 to 2099	700 786 9106 to 9142	835 539 5200 to 5999	870 691 7060 to 7099
683 378 2117 to 2299	700 859 0744 to 0758		

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only.

Do not cash new style money orders **000 000 001 to 692 600 000**. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

000 000 001 to 692 600 000	702 053 601 to 3 800	709 243 479 to 3 500	718 961 721 to 1 780
692 720 871 to 0 900	702 104 368 to 4 900	709 411 171 to 1 320	718 982 001 to 2 300
692 876 955 to 7 050	702 128 306 to 8 400	709 649 804 to 9 820	719 869 731 to 9 760
693 290 380 to 0 400	702 179 891 to 9 900	709 733 281 to 3 580	720 227 871 to 7 930
693 290 426 to 0 450	702 260 751 to 0 850	710 046 813 to 6 840	720 227 949 to 7 960
694 063 700 to 3 897	702 410 595 to 1 050	710 358 093 to 8 166	720 368 543 to 8 570
694 063 900 to 4 000	702 660 151 to 0 540	710 358 257 to 8 270	720 392 151 to 2 570
694 550 501 to 0 530	702 723 429 to 3 450	711 021 501 to 1 510	720 556 491 to 6 640
694 595 031 to 5 050	703 004 401 to 4 820	711 049 411 to 9 560	720 558 621 to 8 650
694 595 087 to 5 300	703 083 819 to 4 020	711 408 045 to 8 090	720 575 361 to 5 570
694 698 551 to 8 650	703 432 131 to 2 230	712 003 381 to 3 650	720 590 152 to 0 179
694 745 458 to 5 600	703 626 061 to 6 090	712 104 220 to 4 230	721 638 331 to 9 170
695 105 313 to 5 350	703 863 121 to 3 240	712 327 861 to 7 890	721 815 391 to 5 420
695 142 809 to 3 050	703 863 477 to 3 540	712 327 952 to 7 980	721 969 713 to 9 740
695 144 666 to 4 700	703 867 801 to 7 980	712 647 061 to 7 090	722 072 137 to 2 160
695 272 601 to 2 750	704 030 628 to 0 640	713 284 171 to 4 260	722 378 265 to 8 280
695 277 576 to 7 650	704 154 024 to 4 120	713 292 871 to 2 990	722 413 990 to 4 004
695 530 761 to 0 800	704 227 561 to 7 829	714 035 101 to 5 160	722 764 948 to 4 980
696 487 701 to 7 800	704 227 831 to 8 069	714 155 011 to 5 400	722 825 840 to 5 889
696 784 101 to 4 550	704 228 071 to 8 100	714 328 231 to 8 440	723 153 841 to 3 850
696 870 601 to 0 650	704 420 344 to 0 490	714 442 952 to 2 980	723 237 616 to 7 630
697 047 501 to 7 600	704 568 751 to 8 990	714 562 843 to 2 860	723 331 081 to 1 110
697 052 101 to 2 350	704 965 301 to 5 770	714 590 391 to 0 430	723 496 443 to 6 470
697 217 251 to 7 400	705 116 780 to 6 790	714 609 811 to 9 930	723 967 291 to 7 320
697 249 952 to 50 050	705 280 801 to 0 980	714 609 961 to 9 990	724 655 196 to 5 340
697 414 886 to 4 900	705 475 651 to 6 040	714 807 181 to 7 240	724 711 441 to 1 500
697 469 606 to 9 700	705 566 127 to 6 280	714 871 321 to 1 500	724 711 538 to 1 560
697 850 401 to 0 750	705 740 581 to 0 730	714 928 529 to 8 590	724 793 221 to 3 250
698 098 446 to 8 550	705 782 796 to 2 820	715 128 183 to 8 330	724 908 109 to 8 120
698 300 251 to 0 300	705 822 271 to 2 480	715 144 171 to 4 470	724 937 461 to 7 670
698 504 383 to 4 650	705 822 271 to 2 480	715 197 211 to 7 570	725 163 118 to 3 151
698 533 927 to 4 200	706 180 148 to 0 290	715 595 910 to 6 180	725 202 735 to 2 750
698 562 268 to 2 400	706 184 041 to 4 220	715 941 781 to 1 810	725 398 591 to 8 800
699 090 686 to 0 750	706 357 861 to 8 190	715 962 421 to 2 480	725 464 591 to 4 920
699 752 699 to 2 850	706 382 419 to 2 430	716 477 396 to 7 430	725 475 321 to 5 330
700 068 473 to 8 500	706 628 735 to 8 820	716 556 635 to 6 660	725 711 057 to 1 070
700 161 501 to 1 650	706 638 211 to 8 420	717 191 648 to 1 690	725 738 581 to 8 730
700 202 522 to 2 700	706 817 959 to 8 000	717 193 161 to 3 490	725 981 311 to 1 430
700 290 275 to 0 300	707 034 391 to 4 450	717 228 591 to 8 680	725 987 835 to 7 880
700 465 730 to 5 750	707 292 636 to 2 660	717 333 902 to 3 950	726 060 811 to 0 900
700 561 444 to 1 550	707 441 401 to 1 687	717 739 745 to 9 910	726 391 970 to 2 520
701 423 101 to 3 150	707 441 836 to 1 940	717 884 991 to 5 050	726 484 771 to 4 800
701 625 469 to 5 550	707 958 541 to 8 570	718 026 171 to 6 290	726 493 351 to 5 300
701 643 829 to 3 850	707 960 107 to 0 160	718 466 370 to 6 420	726 504 031 to 4 063
701 945 451 to 5 500	708 059 941 to 60 000	718 466 370 to 6 420	726 504 070 to 4 090
702 033 701 to 4 050	708 115 830 to 5 860	718 568 451 to 8 479	726 504 331 to 4 390
702 051 501 to 1 750	708 116 251 to 6 310	718 590 741 to 0 770	726 563 701 to 4 060
	708 138 301 to 8 480	718 714 210 to 4 370	726 599 371 to 9 460
	709 222 591 to 2 920	718 795 881 to 6 000	

726 626 356	to	6 370	734 389 273	to	9 290	742 325 500	to	5 520	752 767 441	to	7 470
727 182 271	to	2 510	734 440 031	to	0 111	742 325 668	to	5 700	753 008 941	to	9 030
727 416 181	to	6 240	734 797 201	to	7 320	742 408 771	to	8 830	753 194 311	to	4 370
727 481 431	to	1 460	734 939 611	to	9 640	742 512 120	to	2 150	753 620 378	to	0 400
727 749 241	to	9 780	734 950 111	to	0 170	742 684 849	to	4 890	754 013 917	to	3 940
728 382 331	to	2 480	735 120 331	to	0 840	742 839 553	to	9 630	754 161 061	to	1 120
728 458 201	to	8 260	735 123 061	to	3 690	742 913 668	to	3 700	754 358 445	to	8 610
728 702 338	to	2 400	735 283 008	to	3 020	742 917 287	to	7 296	754 410 451	to	0 660
728 915 371	to	5 850	735 293 131	to	3 220	742 921 891	to	1 980	754 438 393	to	8 410
728 953 141	to	3 410	735 635 010	to	5 040	742 983 631	to	3 810	754 493 109	to	3 130
728 954 280	to	4 310	735 783 961	to	3 990	743 020 021	to	0 170	754 664 182	to	4 220
729 169 081	to	9 140	735 803 401	to	3 430	743 206 491	to	6 500	754 816 377	to	6 470
729 363 841	to	3 870	736 005 420	to	5 440	743 235 992	to	6 050	755 487 421	to	7 600
729 682 891	to	3 190	736 366 021	to	6 110	743 245 094	to	5 170	755 592 901	to	3 140
729 838 940	to	9 070	736 624 456	to	4 500	743 940 631	to	0 900	755 790 020	to	0 030
729 839 101	to	9 130	736 670 851	to	1 060	743 978 011	to	8 070	755 791 730	to	1 800
730 077 683	to	7 840	736 767 061	to	7 090	744 234 751	to	4 780	755 926 951	to	7 070
730 109 847	to	9 880	736 767 093	to	7 120	744 260 641	to	0 670	755 934 332	to	4 510
730 373 761	to	3 850	736 982 191	to	2 370	744 499 591	to	9 680	755 957 701	to	8 000
730 501 951	to	2 130	736 982 551	to	2 730	744 626 901	to	6 910	755 962 981	to	3 280
730 519 379	to	9 470	737 110 141	to	0 170	745 388 794	to	8 910	756 035 371	to	5 490
730 569 278	to	9 360	737 185 501	to	5 710	746 446 806	to	6 820	756 047 191	to	7 220
730 711 711	to	1 740	737 317 321	to	7 350	746 818 351	to	8 410	756 301 257	to	1 290
730 722 991	to	3 230	737 517 781	to	7 840	747 245 266	to	5 280	756 371 565	to	1 580
730 845 970	to	5 990	737 628 181	to	8 210	747 364 813	to	4 830	756 876 031	to	6 090
730 888 291	to	8 320	737 634 258	to	4 270	747 501 434	to	1 450	756 876 151	to	6 240
730 927 591	to	7 680	738 361 971	to	1 980	747 739 891	to	0 070	756 970 129	to	0 140
731 307 914	to	7 930	738 447 601	to	7 660	748 148 649	to	8 760	757 059 613	to	9 630
731 402 431	to	2 460	738 648 355	to	8 450	748 259 960	to	9 970	757 078 540	to	8 560
731 407 232	to	7 320	738 849 811	to	9 900	748 565 162	to	5 280	757 086 209	to	6 240
731 588 301	to	8 340	738 892 270	to	2 290	748 874 988	to	5 030	757 222 621	to	2 830
731 767 273	to	7 320	738 997 259	to	7 380	749 137 381	to	7 410	757 240 591	to	0 650
731 781 061	to	1 120	739 161 451	to	1 540	749 190 192	to	0 210	757 251 333	to	1 360
731 837 821	to	7 910	739 219 381	to	9 440	749 685 421	to	5 450	757 277 371	to	7 700
731 841 377	to	1 450	739 530 511	to	0 540	749 846 791	to	6 850	757 291 591	to	2 730
732 018 481	to	8 600	739 740 151	to	0 180	749 993 131	to	3 580	757 964 251	to	4 280
732 067 972	to	8 370	739 793 491	to	3 520	750 071 587	to	1 610	758 324 941	to	5 000
732 188 649	to	8 670	739 793 527	to	3 550	750 408 167	to	8 183	758 593 628	to	3 650
732 193 460	to	3 470	739 942 621	to	2 650	750 438 421	to	8 501	758 709 038	to	9 060
732 201 241	to	1 390	739 999 231	to	9 320	750 743 911	to	4 030	758 744 101	to	4 160
732 220 431	to	0 440	740 011 517	to	1 530	750 779 118	to	9 400	758 850 883	to	0 900
732 355 201	to	5 380	740 030 701	to	0 970	750 910 981	to	1 010	759 152 851	to	2 880
732 472 320	to	2 560	740 261 740	to	1 820	750 960 841	to	0 900	759 740 941	to	1 090
732 541 605	to	1 620	740 265 811	to	6 290	751 296 211	to	6 240	760 155 001	to	5 090
732 572 221	to	2 490	740 299 111	to	9 170	751 539 121	to	9 180	760 378 002	to	8 020
732 586 479	to	6 710	740 299 231	to	9 260	751 541 311	to	1 790	761 055 460	to	5 480
732 994 037	to	4 080	740 329 266	to	9 320	751 757 641	to	7 700	761 504 941	to	5 120
733 163 449	to	3 460	740 889 081	to	9 090	751 936 951	to	7 010	761 516 836	to	6 850
733 297 171	to	7 290	741 010 421	to	0 530	751 951 861	to	1 890	761 516 851	to	6 910
733 446 631	to	7 110	741 113 041	to	3 370	751 999 021	to	9 110	761 613 588	to	3 600
733 474 665	to	4 770	741 373 891	to	4 340	752 139 516	to	9 570	761 688 631	to	8 690
733 704 482	to	4 570	741 452 369	to	2 490	752 182 892	to	2 950	761 826 106	to	6 120
733 751 041	to	1 130	741 492 991	to	3 140	752 206 861	to	7 100	761 881 171	to	1 560
733 971 138	to	1 210	741 553 460	to	3 470	752 295 241	to	5 600	762 324 931	to	4 960
734 009 101	to	9 130	741 764 431	to	4 520	752 731 351	to	1 410	762 491 551	to	2 030
734 290 759	to	0 770	742 178 834	to	8 880						

Counterfeited Canadian Money Order Forms

Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*.

671,819,086	686,794,382
676,612,640	686,794,426
677,891,039	686,794,427
678,282,493	686,794,431
678,916,031	687,262,502
679,552,215	687,262,503
679,694,334	687,262,525
679,751,983	687,262,526
679,800,207	687,287,578
681,130,536	687,287,581
681,844,376	687,287,582
683,594,542	694,063,898
684,683,610	694,063,899
686,619,878	694,063,980
686,619,886	701,321,725
686,619,887	

— *Postal Inspection Service, 10-19-00*

800 Number Available to Verify Canadian Money Orders

The Canada Post Corporation is now providing an 800 number that cashing agents can call to verify the validity of Canadian Postal Money Orders. The number is 1-800-563-0444.

This 800 number is printed on the back of the Canadian Postal Money Orders.

— *Postal Inspection Service, 10-19-00*

Invalid Express Mail Corporate Account Numbers

These numbers are to be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be recycled. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer num-

ber" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

005021	008599	010460	016922	022089	050076	076633	098368	108874	117502	138012	191572	221057
005022	008606	010471	018016	022218	052054	076682	098482	108893	117510	139053	191910	221566
005318	008654	010516	018037	022272	052103	076853	098571	108911	117526	139074	191913	221592
005541	008658	010618	018074	022281	054155	078408	098573	108945	117532	139098	192086	221616
005562	008680	010639	018381	022287	054165	079155	098651	109158	117595	139203	192120	221628
005680	008716	010707	018400	022421	055218	079808	098652	109184	117713	139254	192269	221696
005801	008760	010714	018502	022483	055242	080016	098653	109198	117764	142597	192388	222011
006024	008787	011013	018554	022632	057016	080248	098654	109395	117778	146006	192457	222116
006071	008845	011025	018589	022638	060085	080263	098723	109410	118048	146011	192832	222117
006103	008853	011052	018677	022667	060287	080327	098737	109628	118049	146694	192901	222219
006158	008865	011129	018705	022713	060645	080374	098772	109664	118119	146805	192988	222282
006194	008868	011183	018735	022741	061019	080381	098780	109732	118120	146811	193129	222343
006210	008886	011225	018783	022820	061417	080398	098842	109916	118250	150105	193151	223131
006244	008892	011228	018804	022839	061512	085030	098846	109938	118347	150172	193247	223321
006262	008897	011230	018838	022894	061578	085043	100007	109959	118998	150209	193348	224033
006278	008904	011240	018856	022991	064111	088012	100029	109971	119045	150220	193410	226047
006630	008934	011268	018869	023160	064306	088046	100070	110605	119156	151176	193493	227104
006733	008994	011271	018969	023427	064582	088270	100087	110844	119221	151178	193539	227105
006737	009020	011304	019010	025123	064878	088626	100106	110864	119311	151225	193708	232367
006841	009070	011305	019011	025160	065024	088639	100118	111346	119596	152017	195065	235202
006991	009074	011310	019060	026427	065703	088693	100133	111488	119613	152079	195073	235363
007032	009096	011321	019091	026615	065936	088695	100159	113278	119660	152405	196062	238002
007055	009175	011352	019168	027067	066340	088711	100256	114161	120214	152515	196100	240311
007109	009203	011369	019550	027396	066460	089390	100693	114358	122390	152672	196121	240887
007193	009212	011392	019625	028389	068275	090718	100737	114523	122396	152862	196159	245600
007198	009307	012119	019636	028430	068542	091300	101266	114528	123101	152905	198064	264006
007207	009312	012267	019767	028499	068550	091377	102948	114613	124174	152916	200146	272002
007236	009353	012308	019876	028606	069005	091679	103013	114619	125232	153010	200162	272066
007243	009387	012318	020119	028916	069025	092368	103087	114621	125243	154040	200628	274194
007311	009426	012319	020457	028959	069161	092398	103164	115006	125322	156157	200757	274508
007338	009445	012389	020592	029049	069194	092580	103290	115115	125449	159001	200792	275136
007347	009519	013131	021074	029308	069324	093048	103292	115117	126058	165087	200836	275147
007366	009566	013164	021133	029411	069461	093466	103333	115166	127017	165212	200920	276348
008002	009597	013197	021206	029603	069546	093483	104229	115186	128501	165422	200981	276405
008018	009617	013200	021230	029731	070020	093586	104470	115195	128603	170320	200993	280101
008040	009634	013204	021300	030167	070054	093621	104573	115302	129889	171157	207602	282205
008087	009694	014242	021378	031217	070125	094897	105362	115499	129920	171226	207934	282617
008119	009697	014382	021405	032001	070188	095353	105423	115500	129929	173067	208502	282869
008147	009702	014905	021417	032024	070324	095489	106182	115516	130031	173074	209244	284006
008181	009725	015022	021441	032122	070362	096630	106580	115667	130411	174051	209302	284007
008182	009732	015192	021455	033030	070364	096883	107190	115837	131018	174069	210137	285022
008226	009741	015289	021470	034637	070454	097067	107210	115879	131024	174075	210301	286020
008251	009758	015319	021472	038116	070764	097259	107228	115942	132042	174077	210355	286046
008265	009771	015356	021570	038137	071286	097290	107248	117033	132123	176070	210494	286075
008305	009779	015413	021585	038252	075007	097328	107295	117042	132126	177065	210649	292199
008328	009804	015466	021626	040008	075109	097695	108027	117048	132162	180073	210669	292630
008333	009927	015502	021652	040123	075137	097702	108082	117214	132167	184032	220069	294462
008392	009938	015535	021687	041082	075364	097708	108129	117216	132198	187010	220118	294521
008471	009960	015595	021692	041300	075365	097747	108161	117225	132216	187075	220333	294527
008473	010154	015654	021727	041302	075526	097889	108315	117259	132412	191017	220358	294543
008484	010249	016056	021863	041321	075633	097943	108366	117260	136001	191271	220362	294550
008511	010265	016663	021896	043047	075944	098095	108544	117297	136041	191282	220735	294560
008522	010270	016708	021938	043302	076266	098181	108602	117359	136144	191374	220782	295141
008596	010446	016917	021982	044097	076507	098318	108734	117448	136191	191418	220904	300631

300862	329641	336235	372472	445126	486244	581201	606374	662523	749167	782644	802716	852886
300970	329672	337004	372506	451075	489357	585278	606413	662637	750095	782723	802787	852952
301056	329690	337051	372529	452042	489385	591059	606483	662642	750235	782975	802864	853018
301204	329698	338254	372598	452116	489413	591074	606545	662658	750268	782996	802929	853192
301805	330241	339042	372982	452373	489423	591410	606565	666950	750292	784350	803059	853271
301917	330599	339051	377125	452431	489486	591600	606629	668115	750427	785318	803108	853360
301962	330656	339058	379526	452461	490042	591801	606683	670014	750449	785450	803315	853366
301989	330671	339315	381482	452576	490547	591840	606870	672088	750462	785499	805272	853376
302988	330827	340019	381520	452599	490589	600148	606927	672296	750465	785532	805326	853392
303724	330964	340145	392382	452710	490680	600201	606996	674135	750495	786017	805353	853414
305091	331017	340159	400044	452831	492112	600212	607100	679007	752049	786018	805400	853509
305139	331062	340199	402018	452914	493084	600228	607125	679035	752071	787053	805433	853524
307045	331087	340201	402035	453035	494168	600303	607220	681323	752297	787482	805452	853552
311480	331255	340268	402148	454139	495480	600404	607461	681324	752316	787914	805524	853575
320173	331378	340290	402329	454407	496127	600563	607721	685272	752416	787921	805531	853580
320928	331514	340316	402342	454629	496133	600589	607980	688117	752513	787938	805593	853583
320986	331633	340349	402405	454743	497293	600877	608001	701010	752590	787990	806144	853626
321057	331670	340361	402525	454751	503158	600883	608134	701015	752670	787992	806171	853639
321081	331672	340365	405081	460131	515060	601027	608211	701130	752675	788031	806186	853644
322001	331727	340382	405114	462930	520033	601032	608578	701133	757004	791158	806205	853647
322089	331773	340440	405120	462981	525041	601073	609317	701152	757355	791322	807022	853653
322109	331787	340458	410003	463047	526031	601153	609335	701283	757572	793005	807029	853655
322119	331794	340568	423057	468119	531114	601166	610145	701294	757587	794293	809015	853657
322135	331843	340572	430062	469160	531182	601193	611124	701314	760082	797024	809060	853663
322176	331855	340621	430167	469165	531322	601234	611135	701323	761022	799034	809069	853669
322323	331869	340649	432691	469195	531428	601239	611156	701325	761023	799072	809119	856361
322385	331883	340700	432811	471094	531437	601248	611211	701377	761836	799159	809161	856402
322889	331943	340709	432904	472004	531539	601359	611218	701390	762005	799200	809183	856413
322935	332056	340714	436187	480020	531576	601464	611225	701395	765526	800398	810002	856536
323052	332108	340720	436311	480106	531650	601597	612009	701403	765620	800513	813007	871567
323058	332139	340724	436431	480143	531662	601635	615027	701566	768506	801275	815102	891287
323571	332157	340725	436477	480157	531671	601640	617166	701605	770026	801369	815114	891480
323710	332325	340732	439442	480488	531731	601717	617172	701619	770061	801383	815220	891705
326230	332634	340735	441014	480544	532437	601763	617192	701686	770145	801729	816002	891792
326555	332766	340737	441086	480598	532591	601771	620039	701836	770178	801765	816072	891833
326671	332803	340767	441105	480603	532899	601835	629032	701883	770246	802122	820751	891838
326692	332815	340772	441142	480723	537387	602053	629131	701909	770546	802131	820834	891852
326707	333012	340803	441285	481370	543180	602366	629138	701950	770583	802137	823501	891859
326754	333031	340867	441287	481630	543870	602643	631041	701993	770611	802144	832094	891874
326767	333127	340883	441334	481648	544038	602707	631111	705052	770639	802146	836010	891895
327428	333581	340953	441381	481743	544068	604146	631169	705194	770667	802150	840091	895048
327543	333674	340958	441386	481750	549163	604152	631178	705195	770718	802155	840369	895072
327660	333713	340974	441457	481817	551004	604166	631217	711662	770753	802156	840597	895221
327661	333757	347000	441496	481994	551017	604169	631233	721058	770757	802201	840607	895384
327740	334003	349043	441505	482742	551105	604189	631268	723079	771013	802204	840612	895499
327774	334027	349446	441555	482916	551128	604200	631597	729066	771057	802205	840614	898035
327788	334342	349466	441573	482929	551130	604395	631694	730093	771068	802206	840616	900165
327824	334538	349563	441591	483080	551193	604657	631814	730309	771118	802213	841107	900180
327859	334862	349602	441612	483106	551546	604829	631815	731030	771181	802214	841109	901181
328004	334956	349634	441618	483127	551657	604887	631887	731366	772466	802222	841110	901497
328008	335040	349697	441637	483166	551695	605057	631928	731442	773026	802228	841203	901598
328018	335049	349799	441696	483178	551847	605135	641013	731443	773449	802233	841221	901631
328019	335148	358046	441771	483239	553779	605183	641034	731449	773545	802240	841353	901915
328026	335171	358048	441835	483636	553935	605206	641049	740383	774023	802243	841468	902295
328071	335190	361174	441839	483838	554060	605516	641066	740521	774027	802259	841525	902413
328423	335216	362014	441865	483962	554340	605662	641177	740975	775017	802272	846181	902415
328495	335562	365006	441897	483965	554354	605670	641426	741021	775282	802275	846223	902459
328582	335758	370009	441909	485101	559042	605689	641908	741081	777110	802291	847155	902460
328587	335873	371011	441959	485121	566002	605784	641985	741198	782013	802300	850197	902471
328622	335908	372047	443020	485127	571083	605793	648199	741246	782027	802312	850679	902494
328814	335991	372078	443227	485144	571130	605829	657132	741660	782039	802384	850765	902555
328923	336063	372079	443301	485282	573014	605903	660101	741682	782042	802437	852018	902617
328977	336064	372080	444851	485310	573023	606008	662384	743092	782043	802462	852103	903181
329595	336137	372348	445053	486223	581018	606029	662444	749120	782057	802560	852303	903493

903915	907239	914386	918064	924449	927237	931352	941363	951832	967375	968916	980105	988044
904081	907255	914527	918481	924666	927312	931353	941442	951887	967388	968954	980403	989091
904279	907261	914794	918847	925189	927490	931565	941535	951969	967414	968959	980806	992737
904285	907263	914891	918974	926037	927533	931592	941536	952235	967433	968976	980902	995041
904289	907303	915074	918985	926038	927611	931599	941598	952341	967450	968981	981600	995078
904385	907322	915166	920080	926039	927670	931691	941627	953206	968008	968985	981662	995167
904503	907732	915325	920098	926181	927673	931856	941637	953224	968059	969029	981681	995277
904533	907794	915713	920245	926224	927800	931941	946466	953349	968219	969155	981784	995318
904649	907798	917085	920369	926267	928162	932649	946560	953351	968326	970059	981818	995437
904714	907897	917092	920376	926300	928293	932742	948162	955305	968334	970231	981842	995498
904715	910202	917163	920402	926350	928296	933204	948310	958674	968346	970323	981844	995684
904731	910379	917221	921040	926406	928337	934290	948341	958753	968404	970473	981937	995806
904743	910417	917226	921070	926494	928346	935112	948390	958768	968427	970548	982020	995966
904759	911136	917252	921457	926626	928401	935138	948402	958814	968462	970554	982036	997225
906031	911195	917256	921495	926647	928644	936102	948540	958898	968504	970647	982043	998318
906349	911214	917345	921580	926655	928703	937692	948579	958956	968541	970799	982108	999305
906826	911325	917452	921594	926667	928711	937819	948606	967061	968560	970831	982149	
906863	912287	917454	921608	926685	928839	940259	948624	967141	968579	972259	982153	
906875	912394	917486	921700	926804	928894	940400	949029	967237	968616	972449	982307	
906936	913031	917595	921703	926871	930266	940424	950775	967242	968664	972618	982308	
906950	913033	917695	921806	926882	930270	940740	950777	967286	968683	972779	982359	
907024	913557	917753	921817	927038	930323	940776	950836	967293	968705	977057	982412	
907074	914020	917773	921899	927070	930335	940819	950903	967317	968726	980058	983058	
907181	914213	917780	921938	927157	930340	941284	951779	967343	968810	980067	983084	
907238	914323	917840	922348	927193	930390	941332	951809	967372	968871	980075	984180	

— Express and Priority Mail, Marketing, 10-19-00

International Mail

ICM UPDATE

International Customized Mail

On September 12, 2000, the U.S. Postal Service (USPS) amended an International Customized Mail (ICM) service Agreement dated December 9, 1999. The Agreement was published on page 40 of *Postal Bulletin* 22019 (3-9-00). The Amendment modifies the Agreement to add Global Direct — Canada lettermail as qualifying mail. In accordance with *International Mail Manual* (IMM) 294, the USPS previously announced entering into an International Customized Mail service Agreement with this qualifying mailer and hereby makes public the following information regarding this Amendment:

- a. **Term:** September 26, 2000, through December 31, 2000.
- b. **Type of mail:** *Global Direct — Canada Lettermail*. Every item must conform to the mailing requirements set forth in the IMM for qualifying mail.
- c. **Destination countries:** Other terms and conditions of the Agreement shall remain in force.
- d. **Service provided by the Postal Service:** Other terms and conditions of the Agreement shall remain in force.
- e. **Minimum volume commitment:** Other terms and conditions of the Agreement shall remain in force.
- f. **Worksharing:** The mailer has agreed to:
 1. Prepare mail in accordance with the applicable USPS requirements set forth for qualifying mail.
 2. Tender qualifying mail to the USPS at the appropriate deposit locations the USPS specifies.
 3. Pay postage for qualifying mail in accordance with USPS regulations.
- g. **Rates:** Global Direct rates now read as follows:

Global Direct Rates

Service	Mail Type	Piece Sizes	Rates
Global Direct — Canada lettermail	Letters	Maximum Size: 11.5 in. X 6.125 in. X .25 in. Minimum Size: 5.5 in. X 3.5 in. X .007 in.	\$0.320 per piece

— Marketing and Sales, International Business, 10-19-00

Philately

NEW BOOKS

Three New Publications From the Postal Service

Three new books are being issued by the Postal Service — *The Commemorative Stamp Yearbook*, *The Postal Service Guide to U.S. Stamps*, and *An American Postal Portrait*.

For the first time, in partnership with HarperCollins Publishers, these books will be in bookstores and other retail outlets where books are sold. They are also available through various postal channels. *An American Postal Portrait* is now sold through the *USA Philatelic* catalog and will be available in postal retail stores and via STAMPSOnline.com. *The Commemorative Stamp Yearbook* and *The Postal Service Guide to U.S. Stamps* will be on sale by mid-November in post offices and postal stores and via the USPS Web site and direct mail.

These books may be purchased for special events and for promotional or internal uses such as awards. For quantities of less than 50, books may be purchased with an IMPAC card or PS Form 7381, *Requisition for Supplies, Services, or Equipment*, at the USPS retail price:

- *The Commemorative Stamp Yearbook* — \$49.95.
- *The Postal Service Guide to U.S. Stamps* — \$17.95.
- *An American Postal Portrait* — \$31.50.

Orders must be placed through Stamp Fulfillment Services (SFS) via fax at 816-545-1212 after funding is approved. Discounts are available for volume purchases of 50 or more books. For additional information contact Sonja Edison via cc:Mail or 202-268-6228.

Note: Stamp Services will not maintain an inventory of books at Headquarters for internal or promotional uses. All books must be purchased according to the guidelines specified above.

— Stamp Services,
Public Affairs and Communications, 10-19-00

UPDATE

Space Achievement and Exploration Commemorative Stamps and Uncut Press Sheet

As of October 5, 2000, all *Space Achievement and Exploration* commemorative stamps may be sold through local post offices. These stamps were first released July 7–11, 2000 (see *Postal Bulletin* 22025 (6-1-00) for more information). The five stamps are as follows:

- Item number 111700, *Space Achievement and Exploration*, \$11.75, pane of one stamp (\$11.75 per stamp).
- Item number 111800, *Landing on the Moon*, \$11.75, pane of one stamp (\$11.75 per stamp).
- Item number 111600, *Escaping the Gravity of Earth*, \$6.40, pane of two stamps (\$3.20 per stamp).
- Item number 108100, *Exploring the Solar System*, \$5.00, pane of five stamps (\$1.00 per stamp).
- Item number 550800, *Probing the Vastness of Space*, \$3.60, pane of six stamps (\$0.60 per stamp).

Post offices requiring an initial supply of these stamps must requisition them from their designated stamp distribution office (SDO) using PS Form 17, *Stamp Requisition*.

The *Space Achievement and Exploration* commemorative uncut press sheet (item number 550300), \$38.50, previously sold only at Stamp Fulfillment Services and in postal stores, will now be sold through philatelic centers nationwide also. This sheet of uncut stamps can be requisitioned from SDOs using PS Form 17.

All sales of the *Space Achievement and Exploration* stamps and the uncut press sheet *must* be recorded under AIC 088.

— Stamp Services,
Public Affairs and Communications, 10-19-00

Pictorial Cancellations Announcement

As a community service, the Postal Service offers pictorial cancellations to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial cancellations are authorized appears below. If available, the sponsor of the pictorial cancellation appears in italics under the date. Also provided, as space permits, are illustrations of those cancellations that were reproducible and available at press time.

People attending these local events may obtain the cancellation in person at the temporary post office station established there. Those who cannot attend the event, but who wish to obtain the cancellation, may submit a mail order request. Pictorial cancellations are available only for the dates indicated, and *requests must be post-marked no later than 30 days following the requested pictorial cancellation date.*

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail postage (33 cents per envelope or 20 cents per postcard).

Items submitted for cancellation may not include postage issued after the date of the requested cancellation. Such items will be returned unserved.

Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: PICTORIAL CANCELLATIONS, followed by the NAME OF THE STATION, ADDRESS, CITY, STATE, ZIP + 4 CODE, exactly as listed below (using all capitals and no punctuation, except the hyphen in the ZIP + 4 code).

Customers can also send stamped envelopes and postcards without addresses for cancellation, as long as they supply a larger envelope with adequate postage and their return address. After applying the pictorial cancellation, the Postal Service returns the items (with or without addresses) under addressed protective cover.

The following pictorial cancellations have been extended for 30 days.



September 2, 2000
Sunrise Cattle Co.
 ROUNDUP AND CHUCKWAGON RACES STATION
 POSTMASTER
 PO BOX 9998
 STURKIE AR 72578-9998

**Cheese Days
 Station
 September 16, 2000**



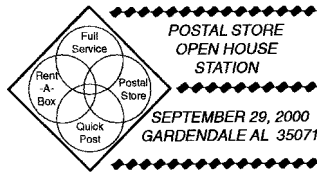
September 16, 2000
 CHEESE DAYS STATION
 POSTMASTER
 PO BOX 9998
 MONROE WI 53566-9998

**Third Annual
 HAMPTONBURGH COUNTRY FESTIVAL**



**Campbell Hall Station
 September 23, 2000
 Campbell Hall, NY
 10916**

September 23, 2000
 CAMPBELL HALL STATION
 POSTMASTER
 PO BOX 9998
 CAMPBELL HALL NY 10916-9998



September 29, 2000
POSTAL STORE OPEN HOUSE STATION
POSTMASTER
1753 DECATUR HWY
GARDENDALE AL 35071-9998



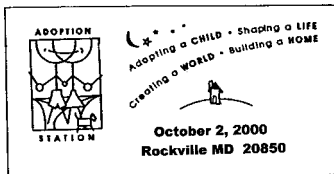
October 5, 2000
STAMP COLLECTING STATION
POSTMASTER
424 N KENTUCKY ST
KINGSTON TN 37763-9998



October 1-8, 2000
West Oxford Agricultural Society
FRYEBURG FAIR STATION
POSTMASTER
91 MAIN ST
FRYEBURG ME 04037-9998



October 6, 2000
RACE FOR THE CURE BREAST CANCER RESEARCH STATION
POSTMASTER
1237 E WEISGARBER RD
KNOXVILLE TN 37950-9998



October 2, 2000
The Adoption Service Information Agency Inc.
ADOPTION STATION
POSTMASTER
12010 PLUM ORCHARD DR
SILVER SPRING MD 20904-9998



October 7, 2000
STAMP COLLECTING STATION
POSTMASTER
7225 W ANDREW JOHNSON HWY
TALBOTT TN 37877-9998



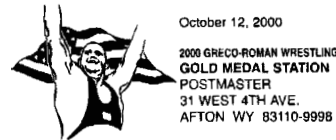
October 3, 2000
DEEP SEA CREATURES STATION
POSTMASTER
PO BOX 9998
ROCK HILL NY 12775-9998



October 8, 2000
The Maryland Race for the Cure
RACE FOR THE CURE STATION
MANAGER RACE DAY STATION
900 E FAYETTE ST
BALTIMORE MD 21233-9715



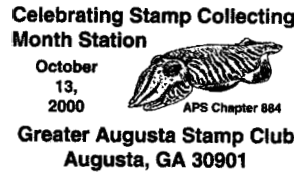
October 3, 2000
CUSTOMER APPRECIATION STATION
POSTMASTER
PO BOX 9998
HERSHEY PA 17033-9998



October 12, 2000
City of Afton, Wyoming
2000 GRECO ROMAN WRESTLING GOLD MEDAL STATION
POSTMASTER
312 4TH AVE
AFTON WY 83110-9998



October 3, 2000
Newport Aquarium
NEWPORT AQUARIUM STATION
POSTMASTER
420 COLUMBIA ST
NEWPORT KY 41071-9998



October 13, 2000
Greater Augusta Stamp Club
CELEBRATING STAMP COLLECTING MONTH STATION
POSTMASTER
525 8TH ST
AUGUSTA GA 30901-9998



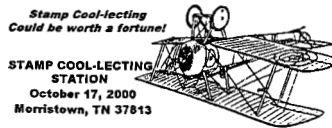
October 5, 2000
STAMP COLLECTING STATION
POSTMASTER
1122 S ROANE ST
HARRIMAN TN 37748-9998



October 13-15, 2000
Swiss Bear Downtown Development Corp.
CHRYSANTHEMUM STATION
POSTMASTER
1851 S GLENBURNIE RD
NEW BERN NC 28562-9998



October 14, 2000
 The Children's Museum
 STAMP STATION
 POSTMASTER
 100 PITCHER ST
 UTICA NY 13504-9998



Stamp Collecting
 Could be worth a fortune!
 STAMP COLLECTING
 STATION
 October 17, 2000
 Morristown, TN 37813

October 17, 2000
 STAMP COLLECTING STATION
 POSTMASTER
 PO BOX 9998
 MORRISTOWN TN 37813-9998



HARVEST DAY FESTIVAL
 STATION
 OCTOBER 14, 2000
 HEADLAND AL 36345

October 14, 2000
 HARVEST DAY FESTIVAL
 STATION
 POSTMASTER
 711 MITCHELL ST
 HEADLAND AL 36345-9998

BOY SCOUT STAMPOREE 2000
 FRONTIER DISTRICT
 STAMPOREE STATION
 OLEY PA 19547
 OCTOBER 19, 2000



October 19, 2000
 STAMPOREE STATION
 POSTMASTER
 408 MAIN ST
 OLEY PA 19547-9998



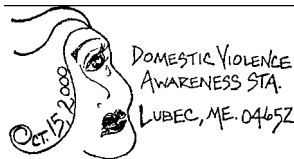
October 14, 2000
 OYSTERFEST STATION
 POSTMASTER
 PO BOX 9998
 OYSTER BAY NY 11771-9998



KEN BURNS STATION
 Jazz Comes to Life

October 19, 2000
 Walpole NH 03608

October 19, 2000
 KEN BURNS STATION
 POSTMASTER
 PO BOX 9998
 WALPOLE NH 03608-9998

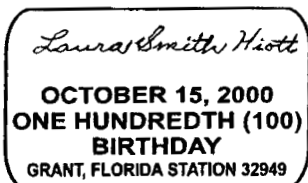


October 15, 2000
 Lubec Coalition for the Prevention
 of Intimate Partner Violence
 DOMESTIC VIOLENCE
 AWARENESS STATION
 POSTMASTER
 9 WASHINGTON ST
 LUBEC ME 04652-9998



Third Annual
**FORT WORTH
 FILM FESTIVAL**
 Station
 October 19, 2000 Fort Worth, TX 76102

October 19, 2000
 Fort Worth Film Festival
 THIRD ANNUAL FORT WORTH
 FILM FESTIVAL STATION
 POSTMASTER
 4600 MARK IV PKWY
 FORT WORTH TX 76161-9998



October 15, 2000
 GRANT FLORIDA STATION
 POSTMASTER
 PO BOX 9998
 GRANT FL 32949-9998



CHATTANOOGA
 TENNESSEE
 OCT. 20, 2000
 37402
 Choo Choo Station
 Celebrate The Century Express

October 19-22, 2000
 CHOO CHOO STATION
 POSTMASTER
 PO BOX 9998
 CHATTANOOGA TN 37421-9998

**Celebrating Stamp Collecting
 Month Station**

October
 13,
 2000



Greater Augusta Stamp Club
 Augusta, GA 30901

October 17, 2000
 Greater Augusta Stamp Club
 CELEBRATING STAMP
 COLLECTING MONTH STATION
 POSTMASTER
 525 8TH ST
 AUGUSTA GA 30901-9998



October 19-20, 2000
 OKTOBERFEST STATION
 POSTMASTER
 333 W 4TH ST
 TULSA OK 74103-9998



10th ANNIVERSARY STATION
 OCTOBER 17, 2000
 U.S. POSTAL SERVICE
 DELIVERS TO
 CHILD PROTECTIVE SERVICES
 SAN ANTONIO, TX 78284

October 17, 2000
 10TH ANNIVERSARY STATION
 POSTMASTER
 10410 PERRIN BEITEL RD
 SAN ANTONIO TX 78284-9998

**Celebrating Stamp Collecting
 Month Station**

October
 13,
 2000



Greater Augusta Stamp Club
 Augusta, GA 30901

October 20, 2000
 Greater Augusta Stamp Club
 CELEBRATING STAMP
 COLLECTING MONTH STATION
 POSTMASTER
 525 8TH ST
 AUGUSTA GA 30901-9998



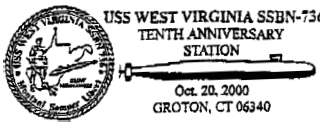
**TENTH ANNIVERSARY
RURAL FREE
HOME MAIL DELIVERY
STATION**

October 20, 2000
10TH ANNIVERSARY RURAL
FREE HOME MAIL DELIVERY
STATION
POSTMASTER
PO BOX 9998
SOUTH LAKE TAHOE CA
96150-9998



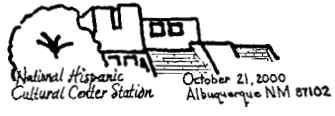
GULF STATES FAIR STATION
OCTOBER 20, 2000
MOBILE AL 36601

October 20-29, 2000
GREATER GULF STATES FAIR
STATION
POSTMASTER
250 ST JOSEPH ST
MOBILE AL 36601-9998



**USS WEST VIRGINIA SSBN-736
TENTH ANNIVERSARY
STATION**
Oct. 20, 2000
GROTON, CT 06340

October 20, 2000
USS WEST VIRGINIA SSBN 736
TENTH ANNIVERSARY
STATION
POSTMASTER
100 PLAZA CT
GROTON CT 06340-9998



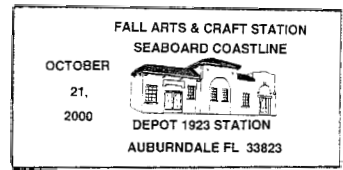
**National Hispanic
Cultural Center Station**
October 21, 2000
Albuquerque NM 87102

October 21, 2000
National Hispanic Cultural Center
NATIONAL HISPANIC
CULTURAL CENTER STATION
POSTMASTER
1135 BROADWAY NE
ALBUQUERQUE NM
87101-9998



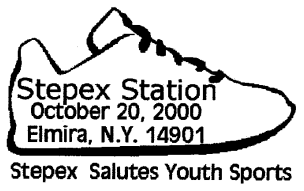
HAUNTED HOUSE STATION
**Pittsford Fire
Department**
20TH YEAR
OCTOBER 20, 2000
PITTSFORD, VT 05763

October 20, 2000
Pittsford Fire Department
HAUNTED HOUSE STATION
POSTMASTER
853 ARCH ST
PITTSFORD VT 05763-9998



FALL ARTS & CRAFT STATION
SEABOARD COASTLINE
OCTOBER
21,
2000
DEPOT 1923 STATION
AUBURNDALE FL 33823

October 21, 2000
FALL ARTS & CRAFTS STATION
POSTMASTER
201 E LAKE AVE
AUBURNDALE FL 33823-9998



Stepex Station
October 20, 2000
Elmira, N.Y. 14901
Stepex Salutes Youth Sports

October 20-21, 2000
Elmira Stamp Club
STEPLEX STATION
POSTMASTER
1 INDUSTRIAL PARK BLVD
ELMIRA NY 14901-9998



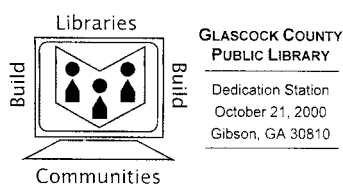
TURNER HIGGS & HISTORICAL SOCIETY
1915
2000
OCT 21 2000
TURNER DAYS STATION
KANSAS CITY, KS

October 21, 2000
Turner Days Committee
TURNER DAYS STATION
POSTMASTER
3400 STRONG AVE
KANSAS CITY KS 66106-9998



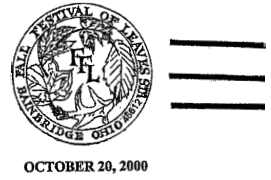
BURNT CABINS PA
OCT 21 2000
17
7
2
1
5
**250th ANNIVERSARY
STATION**

October 20-21, 2000
Burnt Cabins Civic Association
250TH ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
BURNT CABINS PA 17215-9998



Libraries
Build
Communities
**GLASCOCK COUNTY
PUBLIC LIBRARY**
Dedication Station
October 21, 2000
Gibson, GA 30810

October 21, 2000
Glascock Public Library
GLASCOCK COUNTY PUBLIC
LIBRARY DEDICATION
STATION
POSTMASTER
21 W MAIN ST
GIBSON GA 30810-9998



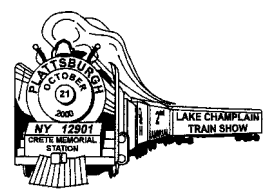
**FALL FESTIVAL OF LEAVES
STATION**
OCTOBER 20, 2000

October 20-22, 2000
FALL FESTIVAL OF LEAVES
STATION
POSTMASTER
121 E MAIN ST
BAINBRIDGE OH 45612-9998



Presenting the Past, Enriching the Present, Inspiring the Future
Old Citrus County Courthouse
**Millennium
Celebration**
Station
October 21, 2000
Inverness, FL 34450

October 21, 2000
Historical Society
MILLENNIUM CELEBRATION
STATION
POSTMASTER
1400 HWY 41 N
INVERNESS FL 34450-9998



**CLINTON COUNTY FIRE POLICE
ASSOCIATION**
OCTOBER 21
2000
NY 12901
CRETE MEMORIAL
STATION
LAKE CHAMPLAIN
TRAIN SHOW

October 20-22, 2000
Clinton County Fire Police Association
CRETE MEMORIAL STATION
POSTMASTER
10 MILLER ST
PLATTSBURGH NY 12901-9998

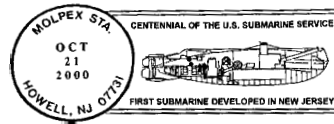


"Restoring the King of the Forest"
October 21, 2000
17th Annual Meeting
Wagner Research Farm Station
Meadowview, VA 24361

October 21, 2000
The American Chestnut Foundation
WAGNER RESEARCH FARM
STATION
POSTMASTER
29063 WALKER LN
MEADOWVIEW VA 24361-9998



October 21, 2000
 Mineola Main Street, Mineola
 Chamber of Commerce
 MINEOLA IRON HORSE
 STATION
 POSTMASTER
 630 E BROAD ST
 MINEOLA TX 75773-9998

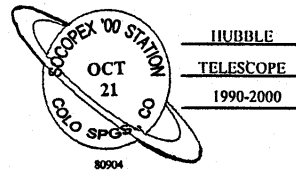


October 21, 2000
 The Molly Pitcher Stamp Club
 MOLPEX STATION
 POSTMASTER
 4170 US HWY 9
 HOWELL NJ 07731-9998

October 21, 2000
 Meadowview Civic Club
 Apple Butter Festival Station
 Meadowview, Virginia
 24361



October 21, 2000
 Meadowview Civic Club
 APPLE BUTTER FESTIVAL
 STATION
 POSTMASTER
 29063 WALKER LN
 MEADOWVIEW VA 24361-9998



October 21, 2000
 Colorado Springs Stamp Club
 SOCOPEX 2000 STATION
 POSTMASTER
 201 E PIKES PEAK AVE #205
 COLORADO SPRINGS CO
 80903-9996

Forgotten War - Forgotten Heroes
 Veteran Recognition Ceremony
 American Legion Post Station
 Raceland, KY 41169
 October 21, 2000
 Honoring Kentucky's Korean War Veterans



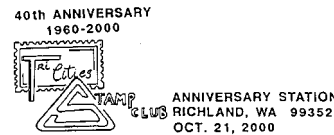
October 21, 2000
 Kentucky Historical Society
 AMERICAN LEGION POST
 STATION
 POSTMASTER
 PO BOX 9998
 RACELAND KY 41169-9998



October 21, 2000
 Hardin-Simmons University
 HOMECOMING STATION
 HARDIN-SIMMONS UNIVERSITY
 October 21, 2000
 Abilene, TX 79698



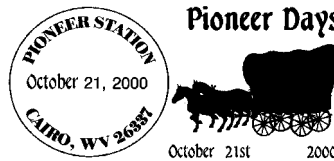
October 21, 2000
 Waterfall Festival Committee
 FESTIVAL STATION
 POSTMASTER
 965 WATERFALL RD
 WATERFALL PA 16689-9998



October 21-22, 2000
 Tri-Cities Stamp Show
 ANNIVERSARY STATION
 POSTMASTER
 3500 W COURT ST
 PASCO WA 99301-9998



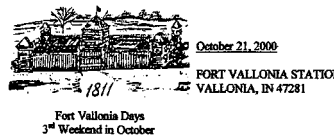
October 21, 2000
 ANNUAL PEANUT FESTIVAL
 STATION
 POSTMASTER
 100 COLLINSVILLE ST
 WHITESBORO TX 76273-9998



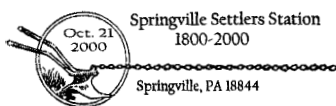
October 21-22, 2000
 PIONEER STATION
 POSTMASTER
 PO BOX 9998
 CAIRO WV 26337-9998



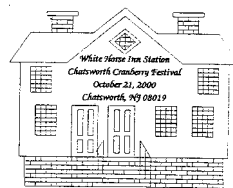
October 21, 2000
 Historic Bethlehem Inc.
 AUTUMN ON THE RIVER
 STATION
 POSTMASTER
 PO BOX 9998
 BETHLEHEM IN 47104-9998



October 21-22, 2000
 FORT VALLONIA STATION
 POSTMASTER
 2380 S MAIN ST
 VALLONIA IN 47281-9998



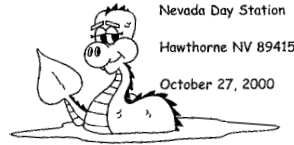
October 21, 2000
 Springville Area Business
 Association
 SPRINGVILLE SETTLERS
 STATION
 POSTMASTER
 PO BOX 9998
 SPRINGVILLE PA 18844-9998



October 21-22, 2000
 Festival Committee of Chatsworth
 WHITE HORSE INN STATION
 POSTMASTER
 9 2ND AVE
 CHATSWORTH NJ 08019-9998



October 21-22, 2000
 Wauwatosa Philatelic Society, Inc.
 TOSAPEX Y2K STATION
 POSTMASTER
 PO BOX 5066
 MILWAUKEE WI 53201-5066



October 27, 2000
 Hawthorne Chamber of
 Commerce & EDA
 NEVADA DAY STATION
 POSTMASTER
 PO BOX 9998
 HAWTHORNE NV 89415-9998

WILLIAMSBURG POST OFFICE
 GRAND OPENING
 CELEBRATION STATION
 OCTOBER 22, 2000



WILLIAMSBURG KY 40769

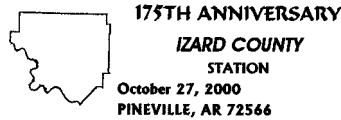
October 22, 2000
 WILLIAMSBURG POST OFFICE
 GRAND OPENING
 CELEBRATION STATION
 POSTMASTER
 PO BOX 9998
 WILLIAMSBURG KY 40769-9998



October 27, 2000
 2000 NATIONAL STAMP
 COLLECTING MONTH STATION
 POSTMASTER
 59 LOCKES VILLAGE RD
 WENDELL MA 01379-9998



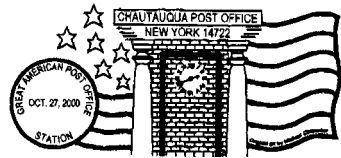
October 22, 2000
 Meadows of Dan Ruritan Club
 PANCAKE DAYS STATION
 POSTMASTER
 PO BOX 9998
 MEADOWS OF DAN VA
 24120-9998



October 27, 2000
 IZARD County
 175TH ANNIVERSARY IZARD
 COUNTY STATION
 POSTMASTER
 104 HWY 177
 PINEVILLE AR 72566-9998



October 22, 2000
 Global Mural Conference 2000
 TWENTYNINE PALMS GLOBAL
 MURAL CONFERENCE
 STATION
 POSTMASTER
 73839 GORGONIO DR
 TWENTYNINE PALMS CA
 92277-9998



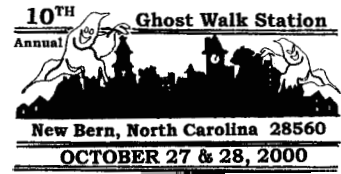
October 27, 2000
 GREAT AMERICAN POST
 OFFICE STATION
 POSTMASTER
 PO BOX 9998
 CHAUTEAUCIA NY 14722-9998

SYRUP SOPPING
 Station

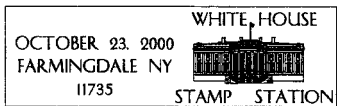


DAY at LOACHAPOKA
 OCTOBER 23, 2000
 LOACHAPOKA AL 36865

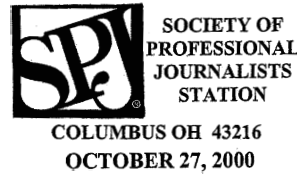
October 23, 2000
 SYRUP SOPPING STATION
 POSTMASTER
 6520 STAGE RD
 LOACHAPOKA AL 36865-9998



October 27-28, 2000
 New Bern Historical Society
 GHOST WALK STATION
 POSTMASTER
 1815 S GLENBURNIE RD
 NEW BERN NC 28562-9998



October 23, 2000
 THE WHITE HOUSE STATION
 POSTMASTER
 PO BOX 9998
 FARMINGDALE NY 11735-9998



October 27-28, 2000
 SOCIETY OF PROFESSIONAL
 JOURNALISTS STATION
 POSTMASTER
 850 TWIN RIVERS DR
 COLUMBUS OH 43216-9998

WORKSHOP 2000 STATION



The Face of the Future
 October 25, 2000
 The Atlantic City Convention Center

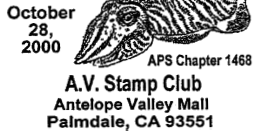
ATLANTIC CITY, NEW JERSEY 08401
 NJSBA • NJASA • NJASBQ

October 25-27, 2000
 New Jersey School Boards
 Association
 WORKSHOP 2000 STATION
 POSTMASTER
 1701 PACIFIC AVE
 ATLANTIC CITY NJ 08401-9998



October 28, 2000
 Hogeye Festival & Elgin-McDade
 Girl Scouts
 HOGEEYE FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 ELGLIN TX 78621-9998

Celebrating Stamp Collecting Month Station



October 28, 2000
Antelope Valley Stamp Club
 CELEBRATING STAMP
 COLLECTING MONTH STATION
 POSTMASTER
 2220 E PALMDALE BLVD
 PALMDALE CA 93550-9998

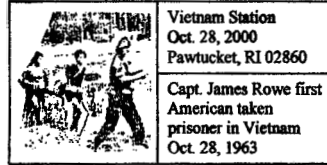


October 28, 2000
City of Lexington
 THE BARBECUE FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 LEXINGTON NC 27292-9998

PUMPKIN FESTIVAL Station



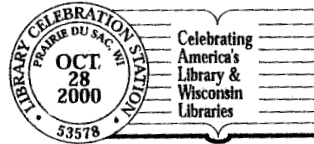
October 28, 2000
Center Stage Cheshire County
 PUMPKIN FESTIVAL STATION
 POSTMASTER
 196 MAIN ST
 KEENE NH 03431-9998



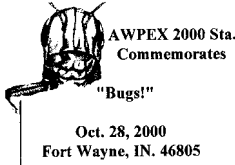
October 28, 2000
Slater Mill Stamp Club
 VIETNAM STATION
 POSTMASTER
 40 MONTGOMERY ST
 PAWTUCKET RI 02860-9998



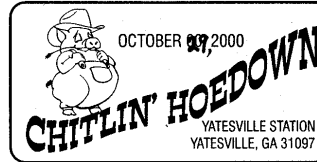
October 28, 2000
KOMEN TUPELO RACE FOR
THE CURE STATION
POSTMASTER
 362 S THOMAS ST
 TUPELO MS 38801-9998



October 28, 2000
LIBRARY CELEBRATION
 STATION
 POSTMASTER
 PO BOX 9998
 PRAIRIE DU SAC WI
 53578-9998



October 28, 2000
Anthony Wayne Stamp Society
 AWPEX 2000 STATION
 PHILATELIC CLERK
 1501 S CLINTON ST
 FORT WAYNE IN 46802-9998

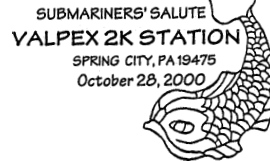


October 28-29, 2000
City of Yatesville
 CHITLIN HOEDOWN
 YATESVILLE STATION
 POSTMASTER
 17 EMPIRE ST
 YATESVILLE GA 31097-9998

RENDEZVOUS 2000



October 28, 2000
 FORT PHANTOM STATION
 POSTMASTER
 PO BOX 9998
 341 PINE ST
 ABILENE TX 79601-9998



October 28-29, 2000
 VALPEX 2K STATION
 POSTMASTER
 124 NEW ST
 SPRING CITY PA 19475-9998



October 28, 2000
Chittenden County Stamp Club
 CHAMPEX STATION
 POSTMASTER
 11 ELMWOOD AVE
 BURLINGTON VT 05401-9998



October 28-29, 2000
 TOSAPEX Y2K STATION
 POSTMASTER
 PO BOX 9998
 MILWAUKEE WI 53214-9998



October 28, 2000
Edgefield Downtown Development Assn.
 TEN GOVERNORS FALL
 FESTIVAL STATION
 POSTMASTER
 325 BACON ST
 EDGEFIELD SC 29824-9998



October 28-29, 2000
Clifton Stamp Society
 STRIKE OUT STATION
 POSTMASTER
 811 PAULISON AVE
 CLIFTON NJ 07015-9998



October 28–29, 2000
 Wooster Stamp Club
 WOOPEX STATION
 POSTMASTER
 153 E SOUTH ST
 WOOSTER OH 44691-9998



Mt. Blanco Station
 1876
 1916
 AUNT HANK
 SMITH
 November 1, 2000
 Crockett, Texas 79322

November 1, 2000
 MT BLANCO STATION
 POSTMASTER
 202 S AYRSHIRE ST
 CROSBYTON TX 79322-9998

Baseball Station



October 29, 2000
 Waterbury Stamp Club
 BASEBALL STATION
 POSTMASTER
 135 GRAND ST
 WATERBURY CT 06701-9998



Enterprise WV
 26568

POST OFFICE STATION
 November 1, 2000

November 1, 2000
 POST OFFICE STATION
 POSTMASTER
 PO BOX 9998
 ENTERPRISE WV 26568-9998



October 29, 2000
 LAKE WALES DEPOT MUSEUM
 STATION
 POSTMASTER
 6 W PARK AVE
 LAKE WALES FL 33853-9998



**CAMPBELL HIGH SCHOOL
 STATION**
 November 4, 2000
 Litchfield NH 03052

November 4, 2000
 Dedication Committee, Dept. of
 Music, Campbell High School
 CAMPBELL HIGH SCHOOL
 STATION
 POSTMASTER
 35 EXECUTIVE DR
 HUDSON NH 03051-9998



October 31, 2000
 Barrett Township Association
 SCARECROWVILLE STATION
 POSTMASTER
 PO BOX 9998
 CANADENSIS PA 18325-9998

— Stamp Services,
 Public Affairs and Communications, 10-19-00

Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die

hubs must be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

Cancellation	Period of Use
Only You Can Prevent Forest Fires	April 1–Oct. 31
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give to the United Way	Sept. 15–Nov. 15
Learn About Lupus, October Is Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week, Protect Your Family, Test Your Home	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

— Mail Preparation and Standards, Pricing and Product Design, 10-19-00



This office
will be closed
Thursday,
November 23, 2000,
to celebrate
Thanksgiving Day.

This page intentionally left blank

Postal Employees

Health Benefits Open Season

The Federal Employees Health Benefits (FEHB) Open Season is scheduled for November 13 through December 11, 2000. During this open season, eligible employees may make any one, or a combination of, the following changes:

- Enroll if not enrolled.
- Change from one plan to another plan.
- Change from one option to another option.
- Change from Self Only to Self and Family.
- Change from Self and Family to Self Only.
- Cancel enrollment.
- Change from pre-tax to post-tax payment of health insurance premiums, or vice versa.

Enrollment changes and new enrollments made during the FEHB Open Season will be effective January 13, 2001 (Pay Period 03-01).

Distribution of Open Season Materials

Employees

Prior to the start of open season, the 2001 guides to FEHB plans for postal career employees, nurses and tool and die shop employees, Postal Inspection Service and Office of Inspector General (OIG) employees, and certain temporary Postal Service employees will be mailed from the national level to each employee's address of record. Each of the 2001 guides includes:

- An overview of FEHB Program eligibility requirements and election choices during open season.
- A comparison of biweekly premium costs of participating plans.
- An explanation of the pre-tax payment feature, including a revised listing of qualified life status changes.
- Enrollee survey results provided by the individual health plans.
- Information about accreditation of the key systems and processes that managed care organizations use.

Installations

Some of the required materials will be distributed automatically, while personnel offices must requisition others using the item number, name, and national stock number (NSN). All customer service district offices, processing and

distribution centers, airport mail centers, bulk mail centers, the OIG, selected Postal Inspection Service Divisions, and selected Headquarters field units will obtain open season materials in the following manner:

Receive through automatic distribution:

- RI 70-2, *2001 Guide to FEHB Plans (Postal Career Employees)* — NSN 7690-03-000-3774.
- RI 70-2IN, *2001 Guide to FEHB Plans (United States Postal Service (USPS) Inspectors and Office of Inspector General Employees)*.
- RI 70-5, *2001 Guide to FEHB Plans (temporary continuation of coverage and coverage under the spouse equity law or similar statutes providing coverage to former spouses)* — NSN 7690-03-000-3772.
- Most fee-for-service plan brochures.
- PS Form 8201, *Pre-Tax Health Insurance Premium Waiver/Restoration Form for Career Employees*.
- PS Form 8202, *Pre-Tax Health Insurance Premium Waiver/Restoration Form for Noncareer Employees*.

Note: PS Forms 8201 and 8202 are currently under revision and may not be mailed prior to the beginning of FEHB Open Season. An automatic distribution will be made upon completion.

Requisition the following plans from the Topeka Material Distribution Center (MDC) using PS Form 7380, *MDC Supply Requisition*, or Touch Tone Order Entry (TTOE):

- RI 70-8 PS, *2001 Guide to FEHB Plans (Certain Temporary Postal Service Employees)* — NSN 7690-03-000-3754.
- RI 72-5, *Rural Carriers Benefit Plan* (individual plan brochure for the Rural Carriers closed enrollment fee-for-service plan) — NSN 7690-03-000-3809.

SUPPLY REQUISITIONS
500 SW GARY ORMSBY DR
TOPEKA KS 66624-9702

TTOE: 800-332-0317, option 1, then option 2

Order the following form directly from General Services Administration (GSA) Supply Centers using normal FEDSTRIP/MILSTRIP procedures. Contact your local procurement or material management for specific instructions:

- SF 2809, *Health Benefits Registration Form* (July 1999 edition only) — NSN 7540-01-231-6227.

Order the following guide from the Headquarters Compensation Insurance Officer (limited supply):

- RI 70-2B, *2001 Guide to FEHB Plans (for Nurses and Tool & Die Shop Employees)*.

COMPENSATION
ATTN TRINA KING INSURANCE OFFICER
US POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 9670
WASHINGTON DC 20260-4210
202-268-4217

Order directly from plan sponsors:

- Brochures for health maintenance organizations (HMOs) and Point of Service Plans (POSs).

For plan sponsor contact information refer to Publication 12, *Health Benefits Open Season Administrative and Processing Information*, on the Postal Service Policies and Procedures Intranet Web site, <http://blue.usps.gov/cpim>.

Additional Information

Publication 12, *Health Benefits Open Season Administrative and Processing Information*, addresses FEHB Open Season administrative issues in more detail than the various guides. This publication contains information on:

- Open season materials, including details of when and how to requisition a residual supply of materials.
- Eligibility requirements for coverage.
- A list of FEHB health plan withdrawals and other changes.
- Comprehensive medical plan (HMO) contact information.
- Personnel processing information.
- Open season publicity material.

Publication 12 may be found on the Postal Service Policies and Procedures Intranet Web site, <http://blue.usps.gov/cpim>.

— Compensation,
Employee Resource Management, 10-19-00

NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

C, F, and G Fund Monthly Returns

Released October 10, 2000

ANNUAL RETURNS	C	F	G
1989 JAN.–DEC. %	31.03	13.89*	8.81
1990	-3.15	8.00*	8.90
1991	30.77	15.75	8.15
1992	7.70	7.20	7.23
1993	10.13	9.52	6.14
1994	1.33	-2.96	7.22
1995	37.41	18.31	7.03
1996	22.85	3.66	6.76
1997	33.17	9.60	6.77
1998	28.44	8.70	5.74
1999	20.95	-.85	5.99
1999	C	F	G
OCTOBER	6.34	.38	.53
NOVEMBER	2.00	-.01	.51
DECEMBER	5.90	-.45	.54
2000	C	F	G
JANUARY	-5.03	-.34	.56
FEBRUARY	-1.93	1.07	.53
MARCH	9.74	1.32	.55
APRIL	-2.98	-.29	.52
MAY	-2.05	-.03	.54
JUNE	2.44	2.07	.53
JULY	-1.56	.89	.53
AUGUST	6.19	1.46	.52
SEPTEMBER	-5.27	.64	.49
LAST 12 MONTHS	13.19	7.05	6.54

*Through 1990 the F Fund was invested in the Wells Fargo Bond Index Fund.

The C Fund is invested in the Barclays Equity Index Fund, which tracks the S&P 500 stock index. The F Fund is invested in the Barclays U.S. Debt Index Fund, which tracks the Lehman Brothers Aggregate Bond index. Because of expenses and changing balances in the C and F Funds, their returns vary from Barclays' returns. The G Fund is invested in special issues of U.S. Treasury securities.

Future performance of the three funds will vary and may differ significantly from the returns shown above. See the "Summary of the Thrift Savings Plan" for detailed information about the funds and their investment risks.

The monthly C, F, and G Fund returns represent net earnings after deduction of accrued administrative expenses. The C and F Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The C, F, and G Fund monthly returns are dollar-weighted: they reflect net earnings on the changing balances invested during the month. The C, F, and G Fund returns for the last 12 months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month and that earnings are compounded on a monthly basis.



Federal Retirement Thrift Investment Board

Please post on bulletin boards.
Recycle all previous notices.

This page intentionally left blank

2000 to 2001 Leave Year Annual Leave Carryover

The Postal Service 2000 leave year ends on January 12, 2001. The 2001 leave year begins on January 13, 2001. The maximum amount of annual leave that employees may carry over from 2000 into the 2001 leave year appears below.

Care is to be exercised to ensure that employees are not required to forfeit annual leave. As of January 13, 2001, no provisions exist for employees to carry over annual leave in excess of the applicable carryover maximums.

Employees should coordinate with their supervisors to schedule any excess leave before January 13, 2001.

Maximum Carryover Hours Into the 2001 Leave Year*

Employee Classification	Maximum Carryover
Nonbargaining Unit Employees	
EAS (including rate schedule codes E, F, J, and U) PCES II	560 hours 1999 to 2000 carryover plus 216 hours
PCES I (who entered PCES in leave year 2000) OTHER PCES I	688 hours 1999 to 2000 carryover plus 128 hours
Bargaining Unit Employees	440 hours (55 days)

Employees Eligible for the Leave Exchange Program

Employees who are eligible for the Annual Leave Exchange Program will be notified in November. For those employees eligible, an election to exchange annual leave during the November 15 to December 15, 2000, open season is *not* an election to exchange any of the employee's current leave balance. The election is to exchange leave that would otherwise be earned in leave year 2001.

All Postal Service Employees

Note: Leave earned or accumulated in the 2000 leave year in excess of the carryover limits stated above will be lost if not used before January 13, 2001.

* Employees who, on January 1, 1953, had more accumulated leave to their credit than the amounts provided above and who have maintained balances in excess of those amounts may carry over the balance they have maintained.

PLEASE POST ON ALL BULLETIN BOARDS

This page intentionally left blank

Purchasing and Materials

CLARIFICATION

Business Card Ordering Program

Only Headquarters and Headquarters-related offices should use revised PS Form 1868, *U.S. Postal Service Business Card Order Form*. *Postal Bulletin 22032 (9-7-00)*, page 78, contained an article describing this form. A copy of PS Form 1868, on page 79, accompanied the article.

Field offices should continue ordering business cards through the national contract with The Lighthouse for the Blind, Inc. described in *Postal Bulletin 22014 (12-30-99)* on page 48. The order form, on page 49, accompanied the article. Additional copies of the business card order form for field offices are available from Customer Service, The Lighthouse for the Blind, Inc., 800-799-0402.

— *Purchasing Policies and Programs,*
Purchasing and Materials, 10-19-00

Retail

ALL IRT, WRU, AND DEBIT/CREDIT CARD OFFICES

Setting Clocks for Standard Time

Managers must ensure that before opening for business on Monday, October 30, 2000, the clocks in all integrated retail terminals (IRTs), weighing and rating units (WRUs), and debit/credit card terminals under their control are set *back* (in most locations) one hour to reflect the change to Standard Time. Facilities with Saturday night operations should reset the time as soon as possible after the 2 a.m. start time, Sunday, October 29, 2000.

The correct system time in IRTs and WRUs is critical since their internal clocks are used to verify Express Mail and PMGG/GXG acceptance times and service commitments. The IRT system time is also printed on customer receipts and employee reports. It is very important that the debit/credit card terminal clocks be set to the correct day, date, and time, as this will help reduce the possibility of accepting an expired card.

IBM and NCR POS ONE Terminals

The IBM and NCR POS ONE terminals will automatically change to Standard Time. No manual changes are necessary. This applies also to Postal Stores using POS ONE hardware and ARS software.

Integrated Retail Terminals (IRTs)

On the UNISYS III Supervisor Disk select menu item 11, Set System Date and Time, from the Control menu. On the MOS IRT Control Disk select menu item 5, Change Fees and Tables, from the Main menu, then select item 5, Set Unit Date and Time, from the Change Fees and Tables menu.

Mobile Data Collection Devices (MDCDs)

The Delivery Confirmation handheld scanners will automatically change to Standard Time. No manual changes are necessary.

Weighing and Rating Units (WRUs)

For the WRU, follow these steps:

1. From the Maintenance menu select item 2, Change System Data.
2. From the Change System Data menu, select item 1, Change System Date and Time. The date appears.
3. Press the YES key to accept the current date. The time appears.
4. Press NO to clear the time.
5. Enter correct Standard Time in military format (e.g., 8 AM = 0800, 1:30 PM = 1330).

6. Press YES to save the corrected time. The Change System Data menu appears.
7. Repeat steps 2 through 4 to verify date and time and correct any errors.

Debit and Credit Card Terminals

For Debit and Credit Card Terminals, follow these steps:

Display	Action
U.S. Postal Service	Press (*) and (3) key at the same time. (If you are having trouble, simply hold the (*) key and tap the (3) key.)
Diagnostics	Press (ALPHA) key.
Year	Key in the current year (4 digits). Press (ENTER) key.
Month	Key in a number (1–12) for current month. Press (ENTER) key.
Date	Key in a number (1–31) for current date. Press (ENTER) key.
Hour	Key in a number (1–24) for current hour. Press (ENTER) key.
Minutes	Key in number of minutes (0–59). Press (ENTER) key.
Seconds	Key in number of seconds or press (ENTER) key to bypass.

You must make an entry for each selection, even if the display is correct.

To verify the existing date and time of the clock in the terminal, follow the steps below:

Displaying the Clock and Calendar

Display	Action
US Postal Service	Press (ENTER) key.
Function	Press (4) key.
Day, Date, Time	
Exit	Press (CLEAR) key.
<US Postal Service>	

Retail Consolidation Unit (RCU)

The time for the RCU/VAX will be updated automatically by the Raleigh Information Systems FSCS VAX Support Group. However, all RCU operators should validate the correct time and date when they log on to the RCU on Monday, October 30, 2000, and notify Raleigh if the time and date are incorrect.

— Point of Service, Retail,
Consumers and Small Business, 10-19-00

ALL POSTMASTERS, CUSTOMER SERVICE SUPERVISORS, AND RETAIL SALES ASSOCIATES OF FIRSTCLASS PHONECARD OFFICES

Customer Service Policy Change for FIRSTCLASS PHONECARDS

As of October 16, 2000, customers can no longer call customer service to activate phone cards not activated by USPS sales associates when purchased.

In the past, if offices failed to swipe-activate lower denominations of cards at the time of sale, AT&T customer service could activate the cards for customers by telephone. *This will no longer be an option.*

Therefore, after October 16, it is *critical* that all retail sales associates swipe-activate *all* phone cards at the time they are sold.

If a retail associate fails to activate a FIRSTCLASS PHONECARD, the customer will not be able to use the card they purchased until they return to a post office with the receipt. Should the customer lose the receipt, they may be out the money they spent on the card.

When customers call customer service to activate a card, they will be told to return, with their receipt, to a post office that sells FIRSTCLASS PHONECARDS. Post offices should activate cards only with a receipt (unless the customer and transaction is recalled by the sales associate).

If a customer returns to a post office with a nonactivated phone card and a receipt, sales associates should verify that the card number matches the one printed on the receipt and call 800-658-4039 to activate the card. Cards activated after time of purchase *must not* be activated by swiping them through the credit/debit machine but instead be activated via the toll-free telephone number. Doing otherwise will cause the accounting to be out of balance at the end of the day.

This policy change is in line with other retailers. It will minimize fraud and allow for better merchandising of our products.

— Retail Marketing, Retail,
Consumers and Small Business, 10-19-00

REMINDER

Postage Evidencing — Information Based Indicia

Customers are reporting problems resulting from postal employees not recognizing information based indicia (IBI) as evidence of the payment of postage.

Domestic mail with valid IBI is entitled to all privileges and subject to all conditions for the given class of mail. In particular, domestic mail with IBI is considered to be from a known mailer and must be given the same consideration as domestic metered mail.

IBI can also be used as evidence of postage for international mail. International mail with valid IBI is entitled to all privileges and subject to all conditions for the given class of international mail.

International mail, both metered and mail with IBI, that requires a customs declaration or weighs 16 ounces or more must be presented directly to a Postal Service employee.

— *Postage Technology Management, Retail, Consumers and Small Business, 10-19-00*

Items Authorized for Sale in Self Service Vending Machines

Listed below are items authorized for sale in self service vending machines. Check with your stamp distribution office (SDO) for availability. Products not on this list (except FIRSTCLASS PHONECARDS and coils of 500 and 3,000) *must not* be placed in vending machines. Also, products ending in “11” are to be placed only in booklet machines and the booklet/stamp combination machines (PBSM-624). No “11” products may be placed in commodity machines. All stamp item numbers will now have six digits, and all products ending in “X” will be replaced by “11.”

Quarter I

2001 Self Service Vending Products

Products Used in the Multicommodity Vending Equipment

Item Number	Price	Product
214000	\$2.00	40c-#10 FLAG BANDED ENVELOPES
266000	\$2.00	40c-#6 3/4 FLAG BANDED ENVELOPES
213000	\$2.00	40c-#10 LOVE BANDED ENVELOPES
265000	\$2.00	40c-#6 3/4 LOVE BANDED ENVELOPES
311900	\$11.75	1-EXPRESS MAIL PACKET/SHUTTLE PIGGYBACK
312000	\$3.20	1-PRIORITY MAIL STAMP PACK/SHUTTLE LANDING
312200	\$1.10	5-22c UNCLE SAM 2ND OZ.
313000	\$3.00	5-60c AIRMAIL RICKENBACKER
314100	\$0.50	50-1c VENDING PACKETS
363600	\$3.00	5-60c AIRMAIL GRAND CANYON
363500	\$2.75	5-55c BILLY MITCHELL
364500	\$4.80	10-48c NIAGARA FALLS
363700	\$4.00	10-40c RIO GRANDE
367200	\$4.00	10-40c BREAST CANCER SEMIPOSTAL PACK
361300	\$4.95	15-33c ALL ABOARD
361500	\$4.95	15-33c JOHN AND WILLIAM BARTRAM
361600	\$4.95	15-33c AMERICAN GLASS
361700	\$4.95	15-33c EXTREME SPORTS
364000	\$4.95	15-33c ADOPTION
775801	\$33.00	100-33c CITY FLAG PSA COIL

For Vending Machines Only — Not for Sale Over the Counter

Item Number	Price	Product
661500	\$4.95	15-33c CORAL ROSE
661700	\$4.95	15-33c CITY FLAG
662300	\$4.95	15-33c FOUR FRUIT BERRIES
663600	\$4.95	15-33c HOLIDAY DEER
662000	\$2.00	10-20c RING-NECKED PHEASANT

Criss-Cross Products Used in the Booklet Vending Machines

Item Number	Price	Product
661511	\$4.95	15-33c CORAL ROSE
661711	\$4.95	15-33c CITY FLAG
662311	\$4.95	15-33c FOUR FRUIT BERRIES
663611	\$4.95	15-33c HOLIDAY DEER
662011	\$2.00	10-20c RING-NECKED PHEASANT
314111	\$0.50	50-1c VENDING PACKETS

Self Service will not repackage the following products after SDO inventories are exhausted. Vending personnel should check with their SDO for availability of the following products:

Item Number	Price	Product
228500	\$1.05	21c RED BARN BANDED STAMPED CARDS
314000	\$1.00	5-20c VIRGINIA APGAR
313900	\$1.00	5-20c HARRY TRUMAN
663411	\$2.00	10-20c BLUE JAY PSA BOOK

Items 314100 and 314111 are new stamp vending products. We will keep you informed about new nondenominated stamps for vending for the upcoming rate change. The National Stamp Vending Inventory and Vending Products Information are both posted on the Retail Intranet, <http://retail.usps.gov>.

— Self Service, Retail, Consumers and Small Business, 10-19-00

CORRECTION**Meter Resetting Keys**

PS Form 4010, *Request for Postage Meter Keys*, published in *Postal Bulletin* 22034 (10-5-00) listed an incorrect fax number for submission. Postmasters should fax completed PS Form 4010s to 703-292-4050. The corrected form appears on page 75 of this *Postal Bulletin*.

— Postage Technology Management, Retail,
Consumers and Small Business, 10-19-00

This page intentionally left blank

What's in Store

your

Retail Calendar

'00
FALL

October National Stamp Collecting Month

SUN	MON	TUE	WED	THU	FRI	SAT
1 Did You Know? October is Breast Cancer Awareness Month	2	3 Display Columbus Day office closed sign Inform Your Customers that the Deep Sea Creatures stamps are available today	4 Retail Reminder: Deer stamps reprints, items 663600 and 663611, available in vending machines	5 Retail Reminder: All vending machines must have the new "Ardac" validators installed	6 Inform Your Customers that October is National Stamp Collecting Month—be sure to mention our new fall stamps AP 1 ends	7 AP 2 begins
8 Offices Closed	9 Columbus Day	10 Retail Reminder: Look for the list of Visa/USPS Retail Employee Contest winners in internal communications	11 Inform Your Customers about sending a FIRSTCLASS PHONECARD™ to somebody they'd like to hear from	12 Retail Reminder: Maintain enough product inventory and keep vending machines fully stocked	13 Retail Reminder: Deep Sea Creatures stamps and product are now available payday	14 Retail Reminder: Use your cleaning cards for vending machine bill validators on a regular basis
15 Did You Know? New products create excitement for customers	16 Retail Reminder: Make sure Stamps-By-Mail order forms are fully stocked National Bosses Day	17	18	19	20 Retail Reminder: Last day for Districts to input VESS data for AP 1	21 Sweetest Day
22 Did You Know? Having a variety of product compels customers to buy	23 Retail Reminder: Holiday retail products are now available—be sure to tell your customers about them	24 25 26 Holiday P.O.P. and product shipments arrive this week			27 Retail Reminder: Take down Fall P.O.P. — put up Holiday P.O.P. payday	28 Inform Your Customers about the new lower prices on FIRSTCLASS PHONECARD™ products (\$8, \$15, \$27, \$53 denominations)
29 Summer/Fall Drive Period ends Daylight Saving Time ends	30 HOLIDAY DRIVE PERIOD BEGINS Retail Reminder: FIRSTCLASS PHONECARD™ promotions begin	31 <i>Make sure P.O.P. and product are properly displayed</i> Halloween	OCTOBER STAMP RELEASES: • Thomas Wolfe • Deep Sea Creatures • White House			

Refer to your 90-Day Retail Calendar Swingroom Poster for additional information.

Access the Retail Intranet Site at: <http://retail.usps.gov>

What's in Store

your Retail Calendar '00 Holiday

November			WED	THU	FRI	SAT
			1 Retail Reminder: Make sure new 'EPROMS' are installed in PMB-7, PS-22, PS-22B, and PBSM-624 machines	2 Inform Your Customers that if they use their VISA® card they could win a VISA gift card and receive all of their USPS VISA holiday purchases for free	3 Retail Reminder: Walk into the Post Office today like you're a customer and notice the P.O.P.	4 Retail Reminder: Make sure the Holiday office closed sign is properly displayed
SUN	MON	TUE				
5 Did You Know? November is National Adoption Month — be sure to promote the Adoption Awareness stamp	6	7 Election Day	8 Retail Reminder: Use your cleaning cards for vending machine bill validators on a regular basis	9	10 Retail Reminder: Make sure to fly the POW-MIA flag in honor of Veterans Day payday	11 Offices Closed Veterans Day
12 Did You Know? The POS ONE Message Center was introduced this fall to communicate corporate and retail information directly to you	13	14 Inform Your Customers that Global Express Guaranteed™ (GXG) (formally PMGG) has the lowest published rates of any similar service	15	16 Retail Reminder: Make sure the Holiday office closed sign is properly displayed	17 The movie Dr. Seuss' How the Grinch Stole Christmas! releases today Retail Reminder: Last day for Districts to input VESS data for AP 2	18
19 Did You Know? P.O.P. influences purchase decisions, increases recognition of products/services, and makes the Post Office™ easier to use	20 Retail Reminder: Keep vending machines fully stocked and remind customers that they are easy and convenient to use	21 Inform Your Customers that next time they should try vending machines as an easier way to get stamps fast	22 Offices Closed	23 Thanksgiving	24 payday	25
26 Did You Know? When people use credit cards, they tend to spend more money — encouraging credit card use will help build USPS revenue	27 Inform Your Customers that Priority Mail® service with Delivery Confirmation™ is a worry-free way to send packages	28	29 Retail Reminder: Asking customers the 5 questions is important for upgrading customer service and keeping the Post Office competitive	30	NOVEMBER STAMP RELEASES: • <i>New York City Public Library Lion</i>	

Refer to your 90-Day Retail Calendar Swingroom Poster for additional information.

The movie *Dr. Seuss' How The Grinch Stole Christmas!* ©2000 Universal Studios. Based on *How the Grinch Stole Christmas!* book and characters™ & © Dr. Seuss Enterprises, L.P. 1957. Licensed by Studios Licensing, Inc. All rights reserved.

Access the Retail Intranet Site at: <http://retail.usps.gov>

What's in Store

your Retail Calendar '00 Holiday

December					FRI	SAT
					Inform Your Customers 1 that when they buy a Whoville 30-minute FIRSTCLASS PHONECARD™ they can buy a matching greeting card	Retail Reminder: 2 You are Who makes the holidays bright for your customers — get in the Whoville spirit
SUN	MON	TUE	WED	THU		
Did You Know? 3 the movie Dr. Seuss' How the Grinch Stole Christmas! is the most anticipated movie for the 2000 holiday season	4	Retail Reminder: 5 Use your cleaning cards for vending machine bill validators on a regular basis	6	Inform Your Customers 7 that they can buy two 60-minute FIRSTCLASS PHONECARDS and get one free	payday 8	9
10	Did You Know? Seussical , a new musical based on Dr. Seuss' books, came out this fall on Broadway	Retail Reminder: 11 Getting customers to add on products/services will help build revenue	12	Inform Your Customers that adding Insurance will give them peace of mind	13	14
15	16	Inform Your Customers 17 that they can save time by packing their gifts right at the Post Office with USPS shipping supplies	Retail Reminder: 18 Last day for Districts to input VESS data for AP 3	19	20	21
Did You Know? 17 The Grinch is one of the most popular characters among all of Dr. Seuss' books	Make sure Holiday office closed sign is displayed 18 Last day for Global Priority Mail™ service to arrive by Christmas*	Inform Your Customers 19 that Express Mail® service is great for sending last-minute gifts	Last day for Global Express Guaranteed™ (GXG) (formally PMGG) delivery to arrive before Christmas* 20	First Day of Winter 21	Last Day for Priority Mail® and Express Mail International™ service to arrive by Christmas* 22 1st Day of Hanukkah payday	Last Day for Express Mail® service to arrive on Christmas 23
24	Offices Closed 24 Christmas Day	Retail Reminder: 25 Make sure Holiday office closed sign is displayed	26	Thanks for making the Holidays a success! 27 1st Day of Kwanzaa	28	29
Did You Know? 24 Dr. Seuss' real name is Theodor Seuss Geisel						30
31	Refer to your 90-Day Retail Calendar Swingroom Poster for additional information. *Dates that indicate last date to mail are dependent on drop-off location, time, and destination. The movie <i>Dr. Seuss' How The Grinch Stole Christmas!</i> ©2000 Universal Studios. Based on <i>How the Grinch Stole Christmas!</i> book and characters.™ & © Dr. Seuss Enterprises, L.P. 1957. Licensed by Studios Licensing, Inc. All rights reserved.					
New Year's Eve						

Access the Retail Intranet Site at: <http://retail.usps.gov>



475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-1540

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

Now we've made paying bills online
as secure as paying them by mail.

Introducing USPS eBillPay.

USPS eBillPay



Fly Like an Eagle.™



Now you can receive and pay bills online with the people you've always trusted to deliver to your mailbox—the U.S. Postal Service. Because even if our delivery methods change, our secure, reliable service stays the same.

Find out more about USPS eBillPay at www.usps.com



www.usps.com

Eagle symbol is a registered trademark of the United States Postal Service. ©2009 United States Postal Service